



Library Studentship

The National Library is an equal opportunities employer

Information for Applicants

1. The National Library of Ireland, in association with the Master of Library and Information Studies (MLIS) programme, School of Information and Communication Studies, University College, Dublin, is offering a one-year Library Studentship for a graduate who wishes to gain experience of working in a library in advance of undertaking a postgraduate course in librarianship. Please note that this position is **not** open to those who have already completed a postgraduate course in librarianship.
2. The Studentship will be for a 12-month period starting September 2024. It is anticipated that the student will undertake the postgraduate course in librarianship the following year, beginning in Autumn 2025.
3. **Qualifications**
Applicants must have a relevant honours degree from a recognised university and wish to pursue a career as a professional librarian.
4. **Requirements**
The successful candidate will have:
 - Strong interpersonal skills and be able to work as part of a team
 - Ability to work in an organised and productive way with strong attention to detail
 - Ability to meet deadlines and to be able to work on their own initiative
 - Excellent IT skills
 - Customer service experience
 - Previous Library experience is desirable, but not essential
5. The successful applicant will be offered a 12-month contract of employment by the Board of the National Library of Ireland.

6. During the course of the year, the student will be assigned to the Department of Published Collections, with a view to familiarising themselves with basic library theory and practice.
7. The current annual rate of pay applying to the Studentship will be €29,006 and accruing 22 days annual leave.
8. The Studentship may be terminated by the National Library, at any time, in the event of misconduct by the student or persistent failure for any reason to carry out satisfactorily the duties assigned.
9. Completed application forms should be submitted by e-mail to the NLI's Human Resources Unit at careers@nli.ie
10. Applications **must be made** on the official National Library of Ireland application form which can be found online through <https://www.nli.ie/about-us/working-national-library-ireland> . Only applications submitted on a National Library of Ireland application form will be accepted. The onus is on candidates to ensure that they have submitted their applications on the correct form.
11. The closing date for all applications is **26 June at 3.00 p.m.** Applications **will not** be accepted after this deadline. It is the responsibility of candidates to ensure that their completed application form is received on time.
12. Applicants will be short-listed on the basis of the information contained in their application forms.
13. Candidates who are successful at interview will be required to undergo pre-hire checks including provision of references and a health and character declaration.
14. Interviews will take place in early to mid July. It is the responsibility of applicants to be available for interview on the allotted date.
15. The Library reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a Studentship to them.

*National Library of Ireland,
May 2024*

Appendix 1

NATIONAL LIBRARY OF IRELAND STUDENTSHIP PROGRAMME

Job Title: Library Studentship
Temporary Fixed Term Contract
(12 month Contract)

Library Department: Published Collections

Studentship Programme: The position is being offered under the National Library of Ireland's studentship programme for graduates who wish to gain experience of working in a library, in advance of undertaking a postgraduate course in librarianship.

The student will work in the Published Collections Department of the National Library of Ireland.

Main Duties

Duties will include but are not limited to:

- Assisting with acquisitions and cataloguing of published collections, including books, pamphlets, periodicals and newspapers;
- Learning to catalogue to international standards;
- Particular project work which may arise during the year and other duties as appropriate;
- Working with the reader services team developing expert customer service and interpersonal skills;
- Other duties as appropriate.

General Skills Required

The successful candidate will have:

- Strong interpersonal skills and be able to work as part of a team;
- Ability to work in an organised and productive way with strong attention to detail;
- Ability to meet deadlines and to be able to work on their own initiative;
- Excellent IT skills;
- Customer service experience;
- Previous library experience is desirable.

Learning

From their involvement in the studentship programme, students will:

- Gain a practical knowledge of acquisition and cataloguing processes;
- Develop a broad understanding of a significant Library/information environment;
- Have an opportunity to become familiar with the National Library of Ireland's published collections;
- Develop customer service skills.