



All Souls College

University of Oxford

APPOINTMENT OF A FELLOW LIBRARIAN

All Souls College intends to elect a full-time Fellow Librarian. The person appointed will be responsible for the stewardship, development, and administration of the College's research library, including its special collections, and its archives. They will ensure that the collections are preserved, accessible, and effectively curated to meet the academic needs of Fellows, readers, and visiting scholars. The Fellow Librarian will be expected to combine scholarly engagement with sound management, sustaining the College's traditions of learning and research whilst advancing the library's role in the modern academic environment. The successful candidate will be appointed as an Official Fellow of the College, a member of its Governing Body and a trustee.

About the College

[All Souls College](#) was founded in the fifteenth century and today is primarily a research institution with particular strengths in the humanities and social and theoretical sciences and an outstanding library. It is a constituent member of the University of Oxford. Although its Fellows are involved in teaching and the supervision of research, there are no undergraduate members.

As of October 2025, there are eighty-seven Governing Body Fellows of All Souls, two Honorary Fellows, twenty-four Visiting Fellows and thirty-three Emeritus Fellows. Of the Governing Body Fellows, forty-six are academics entirely funded by All Souls, sixteen are academics with Oxford University positions attached to All Souls, and the rest include academics at other universities, non-academics (e.g. barristers), former Fellows who have attained distinction in public life, and the College Chaplain, Fellow Librarian and Bursars.

The All Souls College Library and Archives

The [Library](#) dates from the College's foundation in the fifteenth century. The striking grade 1 listed building that houses the Library was designed by Nicholas Hawksmoor and built in the eighteenth century, partially with money donated by Christopher Codrington, a former Fellow of the College.

Today the Library houses around 200,000 volumes, about a third of which were printed before 1800. There is also a fine collection of Wren architectural drawings and particularly strong modern collections in law, history, and military history/strategic studies. The College Archive is a rich, broad and varied collection of material relating to the College and its estates dating from the twelfth century to the present day. It includes medieval charters, injunctions and other legal deeds along with a broad range of written materials, as well as textiles, artefacts, and digital records.

The Library is open by application to all current members of the University of Oxford as well as external researchers and so makes a substantial contribution to the Collegiate university and its library services.

The Library is also used as an occasional event space, such as for the Atlantic Slavery and Neill Law lectures and for the annual Encaenia lunch which the College hosts for the University.

The Library and Archives are overseen by the Library and Archives Committee which reports, via the General Purposes Committee, to the Governing Body. The Library team comprises four full-time staff (one temporary) and two part-time staff supervised by the Acting Librarian-in-Charge. The recently appointed Archivist and Records Manager supervises two part-time staff. The Library and Archives staff presently report to the College's Domestic Bursar. This responsibility will be assumed by the new Fellow Librarian.

The College recently commissioned an external report on the management of its Library and Archives. Several recommendations addressing improvements to governance, strategy, policy, facilities and overall management, including the creation of this position, were received and accepted by the College. An early priority for the new Fellow Librarian will be to develop a plan and lead the implementation of these recommendations.

Principal Duties and Responsibilities

Leadership and Management

- Provide strategic direction for the Library and Archives in support of the scholarly aims of the College and its wider charitable objectives.
- Supervise and support library and archive staff, fostering a culture of professional excellence.
- Act as Secretary to the Library and Archives Committee, working with the College Sub Warden, as Chair of the Committee, in drawing up the agenda and preparing papers and reports.
- In consultation with the Domestic Bursar, manage budgets and contracts with financial responsibility and transparency.
- Oversee health and safety, security, and emergency planning for the Library and Archives.

Collections, Archives, and Conservation

- Oversee the acquisition, organisation, preservation, and conservation of the College's special collections.
- Develop appropriate policies for accessioning, cataloguing, digitization, and long-term stewardship.
- Facilitate scholarly access to the archives and rare materials, balancing preservation with academic research.
- In consultation with the Domestic Bursar, oversee the conservation and climate management of the Library buildings and archival storage.

Academic and Research Support

- Provide specialist assistance to Fellows, students, and visiting researchers.
- Support initiatives in open access, research data management, and the responsible use of digital resources.
- Collaborate with Fellows and academic departments to ensure that collections and services align with current and emerging research priorities.

Digital Innovation and Information Services

- Lead the integration of digital technologies to enhance discovery, access, and preservation of resources.
- Oversee cataloguing, metadata, and repository systems in accordance with professional standards.
- Support digitisation initiatives to broaden access to collections.

Outreach and Engagement

- Promote the College's library and archives as a centre of scholarship and heritage.
- Organise exhibitions, talks, or digital showcases to highlight the research and historical significance of the collections.
- Curate the College's ongoing response, in the Library, to the Codrington legacy.
- Represent the College in the Committee of College Librarians, professional bodies, and the Oxford Conservation consortium, strengthening its engagement with the wider scholarly community.

College Governance

- As a member of the College's Governing Body, act as a Trustee of the charity and fulfil the associated responsibilities under Charity Law (see the Charity Commission's publication, [The essential trustee: what you need to know, what you need to do](#)). The College will provide training on the role of a Charity Trustee.
- Attend College meetings (some of which are held on a Saturday morning).
- Serve on College Committees and Working Groups

Qualifications and Experience

- Substantial experience of academic or research libraries.
- A record of personal research activity or scholarly contribution in a relevant field.
- A postgraduate qualification in Library and Information Science or equivalent experience.
- Knowledge of the management and care of rare books, archives and special collections.
- Familiarity with digital scholarship and long-term digital preservation.
- Familiarity with professional archival standards and cataloguing practice.

- Practical experience of conservation planning and collaboration with professional conservators.
- Proven ability to lead and develop staff and manage budgets.
- Excellent interpersonal, organizational and communication skills.
- Familiarity with project management techniques.

Terms and Conditions

A salary of £75-85k is offered commensurate with experience and qualifications. Other benefits include thirty-eight paid days leave per year, enrolment in the USS pension scheme, optional medical insurance (a taxable benefit), and lunch and dinner at common table without charge. An academic allowance of up to £4,489 per year is available to support approved personal research activities. The College operates a discretionary relocation scheme (broadly following the University of Oxford guidelines) to support the relocation of new Fellows.

The appointment is governed by the statutes and by-laws of the College. The College follows the University in adopting an Employer Justified Retirement Age of 30 September before the 70th birthday. The successful applicant must be eligible to be a Charity Trustee and discharge this duty effectively.

Application and Election Arrangements

Informal inquiries are welcome and should be made in the first instance to Steve Evans, the College's Domestic Bursar at: domestic.bursar@all-souls.ox.ac.uk.

Candidates should apply via email to academic.admin@all-souls.ox.ac.uk and submit:

- A full curriculum vitae, including a list of any published work;
- A covering letter explaining their suitability for the role; and
- The names and contact details of three referees who will only be contacted in the event that a candidate is shortlisted.

The deadline for applications is **12 noon (UK time), Friday 5 December 2025**.

Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford. In order to enable the College to monitor the effectiveness of its equality policy and procedures, all candidates are invited to complete a confidential recruitment monitoring form, which is processed entirely separately from the applications and plays no part in the selection process.

The College will tell candidates if they are on the final short-list by **Friday 16 January 2026**. Candidates on that list will be invited for interview in person on **Friday 13 February 2026**. Candidates' references will be taken into account in the selection process and so they should

advise their referees that references should be submitted to the College by **Friday 6 February**. Please make sure that you can travel to Oxford for interview in the event that you are shortlisted, as attendance in person is normally required. The College will reimburse reasonable travel expenses. The formal election will be made by the Warden and Fellows of All Souls. The election meeting is on **Saturday 14 March 2026** and the result is published that day.