

## **Archives and Collections Manager (Project)**

**(Part Time: 3 days per week)**

**£27,500 pro-rata (£16,500 per annum)**

**Fixed term freelance contract until December 2023**

### **About Us:**

Glasgow Zine Library (SCIO SC050309) is a community archive and zine library based in Govanhill, Glasgow, established in 2018. We have a growing international collection of an estimated 2000 zines (DIY, self-published magazines). A significant amount of work has been undertaken to develop policies and procedures around our public-facing collection, online catalogue, and growing archive. We have received hundreds of donations, and find that we need a designated Archives and Collections Manager, and an Archives and Collections Assistant.

GZL also hosts a blended online/offline programme of workshops, professional development opportunities, community meals, film screenings, discussion groups, reading groups, arts and crafts, social clubs, heritage activities and more. All our events are free or pay-what-you-can. We also programme [Glasgow Zine Fest](#), an annual celebration of zine culture, now in its 9th year.

This year marks an exciting period of growth and consolidation for our collection. We have been granted National Lottery Heritage funding to conduct a condition survey of the collection, develop our archive (including cataloguing, digitising, and making strategic purchases), train community heritage volunteers, and run a programme of community heritage activities (the latter led by our Programme Coordinator).

### **Job Purpose:**

Managing and creating access to Glasgow Zine Library's growing zine collection and its developing archive collection, including creating relevant procedures and policies and maintaining the catalogue.

### **Reporting to:**

Director

### **Location:**

Glasgow

### **Job Description:**

You will be responsible for the development of the growing zine library and archive collection. This includes providing and developing routes of access for users, and supporting the development of representative and inclusive collecting. You will be responsible for the maintenance of the online catalogue, including cataloguing, metadata, documentation and accessions.

You will be responsible for updating and developing policies and documentation related to the collection, and ensuring compliance with any heritage-related conditions or criteria that GZL may be subject to now or in the future. You will be responsible for training volunteers to enable your work, and you will also work with an Archives and Collections Assistant on a regular basis who will report to you.

You will work with the communications team members in the GZL staff to promote and celebrate elements of the collection through appropriate messaging in our promotional materials, and with the programming team members to develop (and in some cases, lead) community events that promote engagement with the catalogue. You will also work with senior team members to consider the long-term future of the zine collection and archive.

Everywhere that is possible, we hope to find a community-led approach to matters of cataloguing that allows flexibility within the collection to account for the diversity and range of voices found within the zines themselves.

**Key Responsibilities:**

- Managing of GZL's large zine collection and its developing archive collections
- Beginning the process of implementing a condition survey of the collection
- Overseeing the Archives and Collections Assistant and volunteers, delegating tasks to them
- Working with our Programme Coordinator on developing a heritage programme of activities, including running participatory community cataloguing sessions
- Updating our heritage steering group on archive development on a quarterly basis
- Contribute to the accessioning and cataloguing of zines and ephemera in the archive, in line with appropriate standards
- Undertake research to inform accessions and cataloguing practices, the preparation of collection summaries, provenance and access and rights clarification
- Develop an Archival Plan, which should include plans for digitisation, community cataloguing practices, future plans for the collection, etc.
- Assist with research, special initiatives, talks and exhibitions and other activities within the Archival Plan
- Engaging with other zine libraries and librarians within the UK and further afield
- Training volunteers and other staff in cataloguing procedures
- Responding to enquiries about the collection, including the donation of zines and how to use the online catalogue
- Identifying new zines to purchase, and ensuring the zine collection develops in an inclusive and representative way. Where necessary, maintaining relationships with zine distributors and makers for acquisitions
- Acquiring and maintaining permissions for zines in the library collection
- Updating relevant policies and processes, including the Collections Policy and Accessions Form

- Helping develop a cohesive argument for further GZL heritage funding
- Supporting compliance with Data Protection legislation

#### **Skills and Experience:**

- A track record of developing and/or managing archives
- An ability to identify content gaps and make strategic purchases to improve collections
- Experience of overseeing and/or training volunteers
- Experience in developing archive strategies for organisations
- Excellent written and verbal communication skills
- Awareness of basic preservation needs for the zines
- Takes an ethical, inclusive approach to archive development and volunteer support
- Strong understanding of current approaches to developing archives, including digitisation
- Developing public activities related to archives is desirable but not essential

#### **Person Specification:**

- Knowledge of the archives/libraries and sector's landscapes
- Comfortable developing archives and cataloguing our collection
- Comfortable overseeing an assistant and volunteers
- Comfortable communicating needs within a small team and delegating tasks
- A self-starter with the ability to work independently
- Maintain and communicate the ethos and values of the organisation
- Passionate about supporting marginalised peoples' access to art and heritage, self-publishing, and DIY culture
- Motivated to meet archives goals and seek out creative solutions
- Excellent people skills, to enthusiastically, comfortably and confidently work with an Archives Assistant and volunteers
- Motivated, with the skills to build and develop our archive, and associated policies and procedures

[Please apply here](#)

**Application deadline:** 20th November 2022, 5pm

**Proposed Interview dates:** Week of 28th November 2022

**Role to begin:** January 2023

Please direct any enquiries to LD, our Director, at [glasgowzinelibrary@gmail.com](mailto:glasgowzinelibrary@gmail.com)

*GZL understands that access to the training and experience related to this role can be inaccessible, and as such we encourage people with varied experience to apply for this position.*

*If you meet some but not all of the criteria and would like to have an informal chat about the position, please get in touch.*

This position was made possible by a grant From the National Lottery Heritage Fund as part of the #DYC Preserving Community Stories Project.

