



**THE UNIVERSITY OF THE WEST INDIES  
CAVE HILL CAMPUS**

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**APPLICATION PACK**

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**SENIOR LIBRARY ASSISTANT/LIBRARIAN I  
MAIN LIBRARY  
SLA 05/09**

Contents:

1. Notes including application procedure
2. Advertisement
3. Further details of the post
4. Summary of Terms and Conditions of Service –  
Academic Staff
5. Job Application form

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**NOTES – please read carefully before completing the application form**

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Thank you for your enquiry regarding a post at The University of the West Indies, Cave Hill Campus. Enclosed is an application form and a set of further particulars for this post.

**Application procedure:**

**Should you wish to apply for this position, please send a completed application form to:**  
(You may include a CV as well, but not in place of the application form):

**The Senior Assistant Registrar (Staff), The University of the West Indies, Cave Hill Campus,  
P.O. Box 64, Bridgetown BB11000, Barbados.**

Please note that a hard copy of your application is required. Only signed applications will be considered. Please ensure that you quote reference number **SLA 05/09** on all correspondence.

For an informal discussion of the post please contact The Human Resources Department by email, [humanresources@cavehill.uwi.edu](mailto:humanresources@cavehill.uwi.edu).

**Closing Date: June 9, 2009**

We will inform you of the outcome of your application as soon as possible.



## THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

Applications are invited from suitably qualified persons for the following posts in the Main Library, The University of the West Indies, Cave Hill Campus, Barbados.

### ***Senior Library Assistant/Librarian I (Two Posts)***

Applicants should possess either a degree or professional qualifications. Experience in the management of government and other official documents and/or ALEPH is highly desirable. Candidates should also have direct experience in working with library and related technologies and systems. The ability to work in a collaborative, academic environment and function as an effective team player would be advantageous.

The successful candidate will also be expected to participate in professional activities, to conduct research and contribute to the literature of Library and Information Science.

**The successful applicant will be expected to assume duties by September 1, 2009 or as soon as possible thereafter.**

Detailed applications (two copies) giving full particulars of qualifications and experience, biodata and the names, addresses (including email) and telephone numbers of three (3) referees (one of whom should be from your present organization) should be sent as soon as possible to **The Senior Assistant Registrar (Staff), The University of the West Indies, P.O. Box 64, Bridgetown, Barbados. Fax (246) 417-0330; Email: [humanresources@cavehill.uwi.edu](mailto:humanresources@cavehill.uwi.edu).** A Job Application Pack is available from our website: [www.cavehill.uwi.edu](http://www.cavehill.uwi.edu).

**The closing date for applications is June 9, 2009**



THE UNIVERSITY OF THE WEST INDIES  
CAVE HILL CAMPUS

**FURTHER PARTICULARS FOR THE POST OF  
SENIOR LIBRARY ASSISTANT/LIBRARIAN I**

1. **ABOUT THE DEPARTMENT**

The present establishment of the Main Library is:

**Professional**

- 1 Campus Librarian
- 6 Librarians III
- 5 Librarians II
- 1 Senior Library Assistant

**Non-Professional**

- 1 Administrative Assistant
- 4 Library Clerks Grade I
- 1 Stenographer/Clerk Grade I
- 13 Library Clerks Grade II/III
- 1 Stenographer/Clerk Grade III/II
- 3 Library Attendants
- 1 Binder
- 4 Binders' Assistants
- 3 Office Assistants
- 4 Office Attendants

**List of Staff Members (Professional)**

Elizabeth F Watson, BA <i>UWI</i> , MSc <i>LIU</i> , <i>FCLIP</i>	Campus Librarian
Carlyle Best, BSc, Cert Pub Admin <i>UWI</i> , MLS <i>Pitt</i>	Librarian III
Barbara Chase, BA, Dip LS <i>UWI</i>	Librarian III
Jo-Ann Granger, BA, Dip LS <i>UWI</i> , MLS <i>UA</i>	Librarian III
M. Ingrid Iton, BA, Dip LS <i>UWI</i> , MS <i>LIU</i>	Librarian III
Marcia Nurse, BA <i>UWI</i> , MLS <i>Michigan</i>	Librarian III
Judith Toppin, BA <i>UBC</i> , MLS <i>UWO</i>	Librarian III
Valerie Clarke, BA, MLS, MA <i>UWI</i>	Librarian II

Cheryl King, BA, *UWI*, MSc *Aber*, PhD, *UWI*  
Jennine Knight, BA, *UWI*, MSc *Aber*  
Jessica Lewis, BA, MLS, *UWI*  
Beverley Wood, BA, MLS, Cert Records Mgt *UWI*  
Kenneth Chase, BA, Cert Pub Admin, *UWI*

Librarian II  
Librarian II  
Librarian II  
Librarian II  
Senior Library Assistant  
(on leave)

To be eligible for appointment as a Senior Library Assistant a candidate must have either a first degree or professional library qualifications. For an appointment at the level of Librarian I, a candidate must have a university degree plus relevant professional qualifications. Appropriate experience will be considered when assessing a candidate for appointment to the higher grades.

The Library uses the Library of Congress Classification Scheme and the ExLibris integrated library system, *ALEPH 500™*. The library will be installing two additional Ex Libris products, *SFX®* link server and *Metalib®* library portal in the near future to manage its expanding electronic resources.

The subjects and areas covered by staff who will be in the post during 2009/10 academic year are English, Chemistry, Cultural Studies, French, Heritage Studies, History, Spanish, Sociology, Public Administration, Linguistics, West Indian Literature. Any additional subject expertise would improve the academic balance of the staff, contribute to collection development and satisfy the needs of users in an academic/research environment.

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## SUMMARY OF TERMS AND CONDITIONS OF SERVICE - ACADEMIC STAFF

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Post – Senior Library Assistant/Librarian I

**Note: This is a tenure track position and the appointee may continue in the service of the University, by mutual consent, until the retiring age of 65 years.**

Initial appointment will be on contract for a period of three years in the first instance.

- (a) **Salary Scales** – the salary scales accord with the level at which the appointments are made. Salary scale and point of entry will depend on the qualifications and experience of the successful candidate.

**Senior Library Assistant:**

BDS\$50,700 x 2,220 – 55,140 x 2,880 – 72,420 per annum

**Assistant Lecturer:**

BDS\$66,660 x 2,880 – 72,420 per annum

**Note: These are graduated scales that progress from the minimum point to the top of the scale by annual increments except where a merit bar requires formal assessment before crossing. For example the scale for Assistant Lecturer runs as follows:**

Minimum point	66,660
2 <sup>nd</sup> point	69,540 (66,660 + 2880)
3 <sup>rd</sup> point	72,420 (69,540 + 2880)

- (b) **Allowances**

- *Housing Allowance* - 20% of basic salary

- (c) **Benefits**

- *Transportation Allowance* - BDS\$2400 per annum
- *Book Grant* - \$3000 per annum
- *Study and Travel Grant* – BDS\$9,673 per annum (special conditions apply)
- *Registration in Medical Scheme* (currently non-contributory)

- (d) **Pension Arrangements**

Each full time employee is required to contribute to the University Pension Scheme (FSSU). The contribution rates are Employee 5%, UWI 10%. The sums are invested to provide a pension at age 65, the age of retirement.

Staff leaving The University of the West Indies before retirement can, at the moment, withdraw from the scheme and receive any benefits accrued at that time.

(e) **Other**

**For persons recruited from overseas:**

- *Airfares* - economy class passages (self, spouse and up to three dependent children under 22 years of age) on appointment and normal termination
- *Shipping of household and personal effects* – up to US\$1,800 on appointment and normal termination.
- *Shipment of academic books/teaching research equipment* - up to US\$600 on appointment and normal termination.

The Registry  
Cave Hill Campus  
May 2009

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**UNIVERSITY OF THE WEST INDIES**  
**CAVE HILL CAMPUS, BARBADOS**

**JOB APPLICATION FORM**

**ACADEMIC SENIOR ADMINISTRATIVE & PROFESSIONAL STAFF**

**(PLEASE TYPE OR PRINT CLEARLY IN BLOCK CAPITALS)**

**POST (LEVEL & TITLE)** .....

**FULL NAME** .....

*(Surname)*

*(First)*

*(Middle)*

**PRESENT ADDRESS** .....

**FORWARDING ADDRESS**

*(if a move is proposed within 6 months)* .....

**SEX** .....

**MARITAL STATUS** .....

**DATE & EXACT PLACE OF BIRTH** .....

**NO. OF CHILDREN** .....

**NATIONALITY** .....

**AGES OF CHILDREN** .....

**CITIZENSHIP AND/OR**

**RESIDENT STATUS** .....

**TELEPHONE** .....

**FAX NO.** .....

**E-MAIL ADDRESS** .....

**QUALIFICATIONS**

*(Please state Universities attended, dates of attendance, date of degrees awarded and class thereof)*

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**EMPLOYMENT HISTORY**

EMPLOYERS AND LOCATION	DATES OF EMPLOYMENT		NATURE OF EMPLOYMENT
	FROM	TO	

*Employment History.....*

**EMPLOYMENT HISTORY CONT'D**

EMPLOYERS AND LOCATION	DATES OF EMPLOYMENT		NATURE OF EMPLOYMENT
	FROM	TO	

**PRESENT SALARY:** \_\_\_\_\_

**PUBLICATIONS:** *(Please use separate sheet)*

**REFEREES:** Three references are required. If your first and higher degrees were obtained from different Universities, please name a referee from each University. One referee should be a member of your present organization. Please give Fax No. and E-mail addresses.

NAMES	PROFESSIONAL POSITION	ADDRESS, EMAIL & FAX

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Additional information may be provided along with this form if the applicant so wishes.*

**MISCELLANEOUS:** *(For overseas applicants only)*

Passport No.: \_\_\_\_\_ Date and Place of issue: \_\_\_\_\_

Nationality of members of family who would accompany applicant (if not the same as applicant's)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_