



Research Studentship

*The National Library is an equal opportunities employer
Cuirfear fáilte roimh chomhfhreagras i nGaeilge*

Information for Applicants

1. The National Library of Ireland, in association with the Irish Committee of Historical Sciences (ICHS), is offering a one-year Research Studentship for advanced graduate students (at least second year) or post-doctoral students of Irish history.
2. The student will work in the Manuscripts Department (Special Collections) of the National Library (see Appendix 1).
3. 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 his/her own initiative
 - Excellent IT skills.
4. The Studentship is designed to enable a student to undertake intensive study of a selected manuscript collection or collections which he/she might use as a major source in a post-graduate or post-doctoral research programme (see Appendix 1). On completion of the Studentship, it is envisaged that the student will resume his/her research programme and may continue to exploit the collection for its historical content.
5. The Studentship will be for a 12-month period.
6. The successful applicant will be offered a contract of employment by the Board of the National Library of Ireland.
7. The current annual rate of pay applying to the Studentship will be €20,649 per annum accruing 22 day's 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 to him/her.
9. 3 hardcopies of completed application forms should be posted to the Human Resources Unit, National Library of Ireland, 4 Kildare St. Dublin 2.
10. Applications **must be made** on the official National Library of Ireland application form which can be found online through <http://www.nli.ie/vacancies>. 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 **Tuesday 23 July 2019 at 3:00 p.m.** Applications will not be accepted after this date. 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. Successful candidates will be required to undergo both health and security clearance.
14. Interviews will be held from the week beginning **Monday 05 August 2019**. 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 him/her.

*National Library of Ireland,
July 2019*

Appendix 1

NATIONAL LIBRARY OF IRELAND STUDENTSHIP PROGRAMME - RESEARCH

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

Library Department: Manuscripts (Special Collections)

Studentship Programme: The position is being offered under the National Library of Ireland's studentship programme for post graduates who wish to gain experience of working in a library and an understanding of one of the Library's unique archival collections.

The student will work in the Manuscripts Department (Special Collections) of the National Library of Ireland.

Main Duties:

- Cataloguing of select manuscript collections and such other collections as may be agreed;
- Learning to catalogue to international standards using MARC 21 and ISAD(G);
- Developing a practical understanding of key aspects of collections management including conservation and digitisation;
- Working with the reader services team developing expert customer service and interpersonal skills;
- Presentations and lectures to visiting groups of students and scholars;
- Provision of assistance to individual researchers with regard to a variety of research queries;
- Contributing a blog on the Research Studentship post to the ICHS website;
- Other duties as appropriate.

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 his/her own initiative
- Excellent IT skills.

Learning: From their involvement in the studentship programme, students will:

- have an opportunity to become familiar with the National Library of Ireland's extensive and important Manuscripts collections;
- gain a practical knowledge of archiving and cataloguing;
- develop a broad understanding of a significant Library/information environment;
- develop customer service skills by assisting the duty archivist.

***Manuscript Collections available for the National Library Research Studentship
in Irish History, 2019-2020***

Coolattin Estate (ACC 3515)

Estate papers of the Fitzwilliam family of Wicklow including deeds, rentals, legal papers and correspondence, 19th and 20th century.

15 Boxes

Dublin Chamber of Commerce (ACC 2858)

Collection of papers relating to the operations of Dublin Chamber of Commerce including minute books, letterbooks, accounts, reports and other papers of the Chamber, 1783-1940.

28 boxes

Fitzmaurice (ACC 3651 & 3852)

Estate and family papers including deeds, rentals, correspondence, political, military and legal papers, mainly 20th c. Includes papers of Major Harman Fitzmaurice of the Royal Irish Rifles.

21 boxes

Riall papers (Various accessions beginning ACC 1236)

Papers of the Riall, Hodson, Plunkett, Putland, Perry and related families and lands in the counties of Wicklow, Dublin, Wexford, Tipperary, Kilkenny and Longford.

21 boxes