

Ian Clark

Profile

I am an organised, flexible, creative and pro-active information professional seeking a librarian post that will utilise the wide-ranging skills I have developed in my career to date.

I have developed strong analytical, communication and advocacy skills due to co-founding and chairing a national library advocacy campaign (Voices for the Library). I have also developed the ability to develop creative solutions to problems, utilise new technologies, manage online resources and I am confident in taking risks to explore new methods of working.

Education

2007-2012 Aberystwyth University MSc Econ Information and Library Studies. Due to complete in April 2012.

- **Completed modules:** Collection management, Marketing Services, Studies in Management, Digitising Collections, Information Retrieval and Research in the Profession.
- Currently completing research on community libraries and their impact on addressing the digital divide for dissertation research project.
- Skills developed include report writing, business planning and presentations.
- Achieved distinction standard for non-dissertation aspect of the course.

1994-1997 King Alfred's College, Winchester (now University of Winchester) BA Hons English Literature with Associated History. Lower Second Class 2:2.

1987-1994 Astor Secondary School, Dover.

A-levels: History: B, English Literature: D, Maths (Pure and Applied): D.

GCSEs: Eight overall including History, English Literature, English Language and Maths at grades A-C.

Work Experience

August 2010 – present day Co-founder and chair of Voices for the Library

Co-founded (and currently chair) the Voices for the Library campaign to raise awareness of the role of librarians and the importance of public libraries in the UK.

Advocacy

- Design and development of the campaign's presence on various social networking tools eg Facebook, Twitter etc to promote the work of libraries and librarians.
- Utilise tools to share content across all networks, minimising duplication and ensuring the same messages are spread as widely as possible.
- Discovering and utilising new tools to support promotion of the campaign and its aims.
- Successfully attracted over 3,000 Facebook fans and 2,800 Twitter followers.
- Twitter account acclaimed as one of the 'Voices of 2011' by The Independent newspaper.

Internal and external relationships

- Developed and met with contacts with media organisations including BBC, Channel Four and Private Eye to raise awareness of both the campaign and current outlook for public libraries.

- Commissioned articles by public figures such as Rebecca Front, Robin Ince and Hari Kunzru on the importance of public libraries to broaden awareness amongst the general public.
- Wrote numerous public statements on subjects such as ebooks in public libraries, the DCMS Taking Part survey and a statement on the Future Libraries Report.
- Organised and structured both online and face-to-face meetings to develop future strategies with other leading advocates.
- Structured, organised and delegated roles in putting forward our submission to the select committee inquiry on library closures.
- Delivered presentation on the formation of Voices for the Library to an audience of academic library staff.

July 2010 – present day Library Systems Officer at Canterbury Christ Church University.

Online resources

- Ensure access information regarding online resources is kept up-to-date, including access details.
- Communicate with students/staff to resolve issues in relation to accessing online resources.
- Maintain a clean-up schedule to ensure records are kept up-to-date on both print and electronic journals.
- Process and prepare statistical data on electronic resources using Excel to aid the subscription process.
- Analysed JSTOR access online and in print to support moves to remove duplicate stock and expand storage space in the library

Internal and external relationships

- Conducted research at other institutions on the use of Verde to assist in creating a report on its potential as a suitable tool for the systems team.
- Involved in recently established working groups on mobile communications and developing the library presence on the new VLE.
- Delivered a presentation on online resources and mobile technologies at the British Library for the Ex Libris 2011 Annual Conference.
- Supported the delivery of user education sessions and student inductions, educating users in how to make use of the provided online resources.
- University representative on the CPD25 Operations Management Task Group.
- Arranged speakers for an event on digitisation in libraries, focusing on theory, management and innovation in developing digital collections.

October 2005 - July 2010 Library Customer Services Officer, Kent County Council

Management

- Setting appraisals and performance management of staff.
- Scheduling staff to provide cover for eleven district libraries.
- Responsible for stock management across the district including purchase, distribution and removal.
- Delivering staff training on customer services and enquiry techniques.
- Support roll-out of new library management system including delivering county-wide training and proposed changes to the training package to ensure it met the needs of trainees.
- Responsible for cash accounting and resolving any discrepancies.

- Responsible for interviewing, assigning and managing volunteer staff across the district.

September 2001 – October 2005 Boots the Chemists, Supervisor at various locations

Responsible for line management in photographic and healthcare departments. Responsibilities also included stock management, cash accounting, training, performance management and timetabling

Skills

- Line management:** Appraisal setting.
Performance management.
Supporting staff development.
- Advocacy:** Founded and chair a national public library advocacy campaign.
Utilise new technologies to support advocacy of libraries.
Written articles on various library issues for The Guardian and the Open Rights Group.
- Analytical:** Conducting research for a report on electronic resource management.
Process statistical data on use of e-resources to aid subscription process.
Analyse and report on data collected from public library authorities for library advocacy.
- Communication skills:** Deliver and adapt staff training.
Communicate with national media for library advocacy.
Support users in accessing online resources and using the library.
Chaired and organised team meetings.