

# CONSORTIUM *of* EUROPEAN RESEARCH LIBRARIES

## Company Secretary

### THE ORGANISATION

The Consortium of European Research Libraries (CERL) is one of the leading organisations concerned with the written and printed cultural heritage of Europe. It aims to promote the interests of libraries and scholars working in the area of the manuscript and printed book in the period before the Industrial Revolution and is represented in almost all of the countries of Europe as well as in North and South America.

CERL is a 'company limited by guarantee' under English company law. It is governed by a board of directors elected by its annual general meeting and is managed by an executive committee composed of specialists from its member libraries.

The Consortium aims to offer a connected range of indispensable tools for users working in the field of interpreting European cultural heritage in the form of books written or printed before the middle of the 19th century. Its main products are the Hand Press Book Database (HPB), which currently contains c. 2.3 million bibliographic records for European material printed between c. 1450 and c. 1830; the CERL Thesaurus, which currently contains over 680,000 records for variant forms of personal, imprint and place names and links to a growing corpus of digital printers' devices; and the CERL Portal for Manuscripts and Early Printed Material, which currently provides integrated access to c. 13 databases of manuscript descriptions and bibliographical records for early printed materials.

Further information about CERL and its activities can be found on the web site [www.cerl.org](http://www.cerl.org).

### THE POSITION

The Consortium wishes to appoint a new company secretary to succeed Dr David Shaw, who has been in post since 2002. The Company Secretary is the legal officer and chief executive officer of the Consortium. The Secretary is accountable in law for the Consortium's activities as a Company.

The post is part-time (13 hours/week, 48 weeks/year). Candidates should be based in the south of England with reasonable regular access to the Consortium's office in the Finsbury Business Centre, Clerkenwell, London.

The Secretary convenes the meetings of the Consortium's Board of Directors and Annual General Meeting; is responsible for supervision of the other staff of the Secretariat: (currently) Executive Manager (The Hague), Executive Officer (London), Assistant Executive Manager (Stockholm); for maintaining contacts with the members of the Consortium; for promotion and recruitment of new members; for publicity and publications. Together with the other Consortium officers, the Secretary is responsible for drawing up Consortium policies and development strategies.

The Consortium's technical resources are supervised by the Executive Manager. Currently, the Hand Press Book Database is hosted by OCLC; the CERL Thesaurus and web site are managed by the Data Conversion Group at the University Library,

Göttingen; the CERL Portal is being developed at the Electronic Publishing Centre, Uppsala University.

The Secretary is a member of the Executive Committee which normally meets three times a year, the Finance Committee which meets once or twice a year, the Remuneration Committee which normally conducts its business by telephone, and is secretary to the Board of Directors which meets once a year. All expenses are paid for attendance at these meetings. The Secretary may also attend the meetings of the Advisory Task Group which precedes the meetings of the Executive Committee. The work of preparing for these meetings is shared with the other members of the Secretariat team.

The Secretary is expected to help to maintain bi- and multilateral contacts with other international organisations (European Union, TEL, EDL, Liber, etc.). The Secretary should be able to maintain a visible position in the world of the history of the book and (rare books) librarianship by participating in conferences, workshops, publications, etc.

#### **YOUR KNOWLEDGE AND EXPERIENCE**

You have considerable experience in the field of book history. You are reasonably familiar with the European research library environment in which CERL operates. You can demonstrate knowledge of the libraries' concerns in dealing with their special collections and with the needs of academic users of electronic resources. You have experience in working with people of different nationalities and backgrounds.

#### **YOUR PROFILE**

You must be a good administrator as well as a good communicator with an excellent command of both written and spoken English. You must be able to demonstrate that you have the ability to work independently, but that you are also a team player. It would be an advantage if you had experience in fund raising. You must be willing to travel. You should have spoken or written competence in at least one European language other than English.

#### **FURTHER INFORMATION**

For further information, please contact Dr David J. Shaw, Secretary of the Consortium of European Research Libraries ([d.j.shaw@cerl.org](mailto:d.j.shaw@cerl.org), or telephone +44 20 7415 7134 on Tuesday and Thursday afternoons only). For information about CERL, see [www.cerl.org](http://www.cerl.org).

#### **TO APPLY FOR THIS POST**

Please send your letter of application, accompanied by your CV, to Dr David J. Shaw, Secretary, Consortium of European Research Libraries, 40 Bowling Green Lane, London EC1R 0NE. The closing date is Friday 12 December 2008. You may also send in your application via e-mail. Please send your letter and CV for the attention of Dr David J. Shaw, CERL Secretary, at [secretariat@cerl.org](mailto:secretariat@cerl.org); please put CERL – Application for Secretary in the subject line.

It is expected that interviews will be held in London on 23 January. Candidates will be informed in early January if they are to be invited for interview.

**SECRETARY: DR DAVID SHAW**

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