



# St. Columba's College

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## **St Columba's College Librarian** [www.stcolumbas.ie](http://www.stcolumbas.ie)

St Columba's College is a boarding and day secondary school on the edge of Dublin, on a superb 140-acre campus. The College's Library was purpose-built in 1994, and is an outstanding well-resourced facility for the pupils and staff of the school. The College wishes to appoint its first full-time qualified Librarian, whose main tasks will be to:

- Be in charge of the book collections, including ordering and cataloguing books and running the electronic loan system.
- Support the pupils and staff academically in as many ways as possible, including the use of electronic media.
- Organise, preserve, catalogue and in due course display the College's historical archive.

A senior member of staff is in charge of the Library as a study space, including its use outside the Librarian's hours, and will work closely with the person appointed.

Applications should be sent to the Warden's Personal Assistant, Emily Bainton, at [ebainton@stcolumbas.ie](mailto:ebainton@stcolumbas.ie) or by post to St Columba's College, Whitechurch, Dublin 16, by 2pm on Monday, 7<sup>th</sup> November. These should include an introductory letter, and a C.V.