



**UWI**  
ST. AUGUSTINE  
CAMPUS

# **Curator, Eric Williams Memorial Library (EWML)**

**FURTHER PARTICULARS**

# Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

## *Ranked Among the Best*

### **Only Caribbean University Ranked Among BEST IN THE WORLD**



An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

## *About UWI*

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

## *Our 8 Faculties*

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

## *Get to Know Us*

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, [UWI Today](#) and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

# About the St Augustine Campus Libraries

The UWI St. Augustine Campus Libraries are the repository and gateway for information in support of the teaching, learning and research needs of the University community and Caribbean society. The Campus Libraries aim to develop an information literate community through the establishment and continuous improvement of an innovative information environment, the provision of excellent service and the continued development of our human resources.

There is currently an integrated network of 5 libraries at St Augustine: The Alma Jordan Library, The Medical Sciences Library, The Norman Girvan Library at The Institute of International Relations Library, The School of Education Library and The Republic Bank Library at the Arthur Lok Jack Graduate School of Business. These libraries serve specific Departments and Faculties, but their resources can be used by all members of staff and students of the University. Items in the collections of these five libraries can be found in a single Online Public Access Catalogue (OPAC). This OPAC is integrated into the recently established Single Virtual Library Space (UWILinC), which provides a single point of access to the print and digital information resources of all four campuses of the University. UWISpace, our institutional repository, serves as a digital archiving facility for the research output of the University.

A sixth library being operationalised as part of the UWI St. Augustine Campus Library network in 2024 is the Eric Williams Memorial Library which is located in Port of Spain.

## *The Eric Williams Memorial Library*

The Eric Williams Memorial Library (EWML) is home to the Eric Williams Memorial Collection, Research Library, Archives and Museum. It is the University of the West Indies St Augustine Campus Libraries largest research collection. It documents the life and times of Dr. Eric Williams, first Prime Minister of Trinidad and Tobago, international statesman, and esteemed scholar.

Comprising Williams' personal papers, photographs, his own extensive library, as well a large range of artifacts, the material depicts various aspects of Dr. Williams' life and his contribution to Trinidad and Tobago, the Caribbean region, and the world. The Collection was named to the UNESCO Memory of the World Register in 1999. This Register is a global compendium of documents, manuscripts, oral traditions, audio-visual materials, library, and archival holdings of universal value and worldwide significance.

The Eric Williams Memorial Library is located at the corner Knox and Pembroke Streets, Port of Spain on the site of the old Trinidad Public Library which was opened to the public in 1902. The facility will now comprise a museum (open to the general public) and a research library serving researchers mainly by appointment. The EWML will be linked to the Campus Libraries network and users will also have access to the digital information resources and platforms owned and subscribed to by The UWI.

### *Tenure of Appointment*

Appointment as Curator will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Subsequent to the first appointment, a member of staff who has served in an equivalent position in this or some other University for a period of six (6) years will be eligible for consideration for indefinite tenure.

Appointment to this post is subject to the [Charter of the University and to its Statutes, Ordinances, Rules and Regulations](#), including Statute 36 – Retirement of Members of Staff.

Further details may be obtained from the Campus Registrar, The University of the West Indies, St. Augustine, Republic of Trinidad and Tobago.

## Curator, Eric Williams Memorial Library

The Curator, EWML is expected to serve as a member of the Senior Management Team of the St Augustine Campus Libraries. Working with the Campus Librarian, the incumbent establishes strategic goals and objectives; determines enterprise wide activities and collaborations; interprets and initiates policy; and is responsible for the overall development of the EWML. This leadership position provides unique opportunities for a creative individual to help bring innovation from concept to practice.

### *Qualifications and Experience*

The successful candidate must possess an accredited Master's degree in Library and Information Science, Archives and Records Management, Museum Studies or a closely-related field.

Candidates must also possess:

- Experience supporting research and reference services
- Functional knowledge of cataloguing standards and metadata schema such as MARC, RDA, EAD, and Dublin Core etc
- Proficiency in the use of integrated library systems, and electronic databases
- Capacity to contribute to the development of library and museum services through the harnessing of appropriate technologies and communication channels

Candidates with the following would have an advantage:

- A subject background in History or Museum Studies, or a focus on Business Administration or Marketing would be beneficial
- Experience working in an academic/research library, or a special collections/archive, or museum environment
- Competence in the development of policies and procedures to ensure quality library/museum services

The following would be considered assets:

- Evidence of additional relevant certification
- Evidence of a record of research and publication and other scholarly pursuits

## *Special Responsibilities*

### **Planning and Development**

- Preparing, implementing and monitoring long-range plans and establishing standards and library/museum priorities
- Assisting with the establishment of strategic goals and objectives
- Directing day-to-day operations of the EWML and serving as a member of The Campus Libraries senior management team

### **Human Resources**

- Managing recruitment, hiring, orientation, supervision, training, and evaluation of professional and support staff of the EWML and working with the St Augustine Campus Human Resources Department in workforce and succession planning

### **Budgeting**

- Overseeing the development, implementation, and management of the

annual EWML budget, and providing administration and oversight of all aspects of expenditure

- Seeking grants, both local and international. Overseeing the grant writing process

### **Buildings and Grounds**

- Coordinating activities to ensure the appropriate maintenance of the building, plant, and security components of the EWML

### **Collection Development and Management**

- Seeking avenues to develop the collection and ensuring its preservation
- Facilitating user research, physical and virtual access to the EWML collections and museum artefacts
- Writing formal plans, policies, procedures, and guidelines for all facets of collection development and management
- Overseeing the development of a core collection of print and online resources in support of the education and research missions of the Campus

### **Outreach and Programming**

- Developing and leading EWML's educational activities and programming
- Collaborating with EWML stakeholders for the planning, formulation, design, fabrication, and installation of exhibits; overseeing and monitoring museum objects; and providing professional advice concerning preservation of the museum collections
- Representing the EWML and The UWI on task groups working on museum management initiatives
- Preparing administrative reports
- Representing the Library on Campus Committees at the request of the Principal/Campus Librarian

- Interpreting and initiating library policies and participating in budget decisions
- Directing the development of user education programmes and tools to support the evolving curriculum and research of the Campus
- Presenting work-related topics and research at professional and scholarly conferences, symposia, workshops, or in scholarly publications
- Serving on professional and scholarly associations/committees/work groups at the national, regional, and international level as appropriate to position and area of expertise

### Personal Attributes

The Campus places high priority on individuals of integrity who are client focused and can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Demonstrate awareness of current trends in academic libraries
- Display a high level of professionalism
- Be committed to service excellence and improving the user experience
- Be able to build relationships, and network locally, regionally and internationally using new and traditional communication channels
- Be able to multitask effectively

## Remuneration Package

### Annual Salary Range:

Senior Librarian I:

Minimum: TT\$ 340,164.00 per annum

Maximum: TT\$ 400,536.00 per annum

### Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Up to five economy class passages plus baggage allowance of US\$3,000.00; (TT\$ equivalent) on appointment and normal termination (persons recruited from outside of T&T);
- Unfurnished accommodation at 10% or furnished at 12½% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) -TT\$24,548.00 per annum;
- Institutional Visit Allowance (available after first year of service) – TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum;
- Contributory Health Insurance – 50%
- Group Life Insurance Scheme

*The Registry  
St. Augustine  
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2024 March  
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