



## Job Description

<b>Job Title:</b>	Assistant Librarian
<b>Accountable to:</b>	College Librarian
<b>Accountable for:</b>	Library Assistant and student helpers
<b>Liaison with:</b>	Fellows and Lecturers, Students, Staff, Old Members, Researchers

### Core Objective

To assist the Librarian with the operation and administration of the College Library and its collections.

### Main Duties and Responsibilities

- Deputising for the Librarian in her absence;
- Contributing to the policy, planning, and development of the Library and its services;
- Identifying, cataloguing, and classifying new material using the Heritage Cirqa Library Management System and Bliss Bibliographic Classification Scheme;
- Processing returned items, maintaining reader records, and producing overdue reminders.
- Maintaining and developing the Library's automated circulation system, its webpage, Facebook, and Twitter presences, and other ICT resources;
- Introducing new readers to the Library and helping with reader enquiries;
- Promoting effective use of the Library's collections and of other library and information resources in Oxford and elsewhere;
- Assisting with enquiries about the Library's collection of manuscripts and early printed books, and helping visiting scholars to consult them;
- Maintaining good preservation practices and assisting with the preservation and conservation of the College's historic collections, in collaboration with the Oxford Conservation Consortium;
- Assisting the Librarian in maintaining library order, security and discipline;
- Helping temporary members of the College (including Easter and Summer Schools) in their use of the Library;

- Assisting the Librarian with line-management of the Library Assistant;
- Recruiting, instructing and supervising student helpers in re-shelving books and in carrying out the annual stock-check;
- Liaising with other departments in the College on matters relating to the Library as necessary;
- Processing incoming books, journals, and standing orders;
- Performing such other duties as may from time to time be required for the running of the Library.



## Person Specification

### *Essential Skills, Knowledge and Experience*

- A good first degree and either a professional qualification in library and information science, or extensive library experience working at a professional level, preferably in an academic library;
- A high level of computer literacy including automated library systems;
- An interest in early printed books and their conservation;
- A commitment to providing a library service that meets the needs of undergraduate and graduate students, Fellows, and external researchers;
- Excellent inter-personal skills;
- Strong oral and written communication skills.