



Job Description

Library Assistant

Accountable to: College Librarian

Accountable for: N/A

Liaison with: Student helpers, junior members, Fellows and Lecturers, other members of college staff, Old Members, and external researchers

Core Objective

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

Main Duties and Responsibilities

- i. Helping with reader enquiries and introducing new readers to the Library.
- ii. Assisting with the invigilation of scholars consulting the Library's collection of early printed books.
- iii. Assisting in maintaining library order, security and discipline.
- iv. Contributing to the Library's social media platforms.
- v. Helping temporary members of the College (including those attending Easter and Summer Schools) in their use of the Library.
- vi. Processing returned items, maintaining reader records, and producing overdue reminders.
- vii. Processing incoming books, journals, and standing orders.
- viii. Checking reading lists and information about acquisitions.
- ix. Re-shelving books, shelf-tidying, and assisting with the annual stock-check. This will involve lifting and carrying.
- x. Collecting user and environmental statistics.
- xi. Cataloguing new material using the Heritage Cirqa Library Management System (appropriate training will be provided).

- xii. Liaising with other departments in the College on matters relating to the Library as necessary.
- xiii. Performing such other duties as may from time to time be required for the running of the Library.

Person Specification

Skills, Knowledge, and Experience

Essential:

- 1) You will be educated to GCSE level or equivalent.
- 2) You will have an interest in libraries, librarianship, and education.
- 3) You will have experience working in a public-facing role and a commitment to a high quality of service.
- 4) You will be able to demonstrate a good level of computer literacy including word processing and spreadsheets.
- 5) You will have excellent inter-personal skills.
- 6) You will have strong oral and written communication skills.
- 7) You will be able to work alone or as part of a team, have a keen eye for detail, and be punctual and reliable.
- 8) You will have good organisational skills, high levels of self-motivation, and a flexible attitude.

Desirable:

- 9) Education to degree level.
- 10) Previous experience of working in a library or in academic administration.
- 11) An interest in pursuing a career in libraries.