



Job Description

Assistant Librarian

Accountable to: College Librarian

Accountable for: Library Assistant and student helpers

Liaison with: 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, database management, and producing overdue reminders.
- Maintaining the Library webpage, intranet page, Facebook, Instagram, and Twitter presences, and other ICT resources;
- Introducing new readers to the Library, helping with reader enquiries, creating and delivering information literacy training;
- 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 Special Collections (with particular responsibility for digitisation requests relating to manuscripts), invigilating visiting scholars and students;

- Helping to devise and curate exhibitions, workshops, presentations, and short articles to promote the Library's Special Collections;
- 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 and student helpers;
- Liaising with other departments in the College on matters relating to the Library as necessary;
- Representing the Library on the College's Welfare committee;
- 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

1. 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;
2. A commitment to providing a library service that meets the needs of undergraduate and graduate students, Fellows, and external researchers;
3. Excellent time management skills, including the ability to prioritise and work under pressure;
4. The ability to be flexible, and to work well both independently and as part of a small team;
5. Excellent inter-personal skills, a positive attitude, and the ability to juggle competing priorities;
6. A high level of IT literacy including automated library systems and social media;
7. An interest in research, and the promotion and conservation of Special Collections;
8. Strong written and spoken English.