



Candidate Information

Position:	Library Assistant
School/Department:	Library Services and Research Support
Reference:	20/108072
Closing Date:	Monday 27 January 2020
Salary:	£18,342 - £21,236 per annum, (pro rata where applicable)
Anticipated Interview Date:	Tuesday 25 February 2020

JOB PURPOSE:

To be responsible for the performance of a range of duties within the University Library. Posts may be full-time or part-time (either term time or year round) and may include morning, afternoon, evening and weekend work.

MAJOR DUTIES:

1. Issue and discharge library materials and undertake associated clerical tasks to maximize access to library materials and ensure accurate record keeping.
2. Assist library users by the provision of advice and guidance to help them find the information and resources they need in both printed and electronic formats.
3. Obtain material on request which is not available in the library through the reservation system and the inter-library loan service.
4. Carry out administrative tasks associated with the service to users, e.g. mailing, scanning, e-mailing notifications, articles/reports to staff, students, other libraries and professional bodies, maintaining user records.
5. Carry out administrative tasks associated with the acquisition of library materials and its subsequent processing. These may include:
 - a. maintain and update databases to ensure records are up to date
 - b. process journals, books and reports to ensure material is appropriately recorded, collated, bound and kept in good condition
 - c. checking to ensure electronic resources are available to the appropriate users.
 - d. coding and verification of invoices.
6. Receiving money for Library charges including till reconciliation and cashing up.
7. Provide basic training to newly recruited colleagues and to Student Library Assistants. Offer general guidance and advice to new University students, e.g. induction tours.
8. Participate in the work of cross-Library teams focused on a range of service enhancement initiatives.
9. Shelving library material, shelf tidying and carrying out other stock management tasks so that library materials are easily accessible to users.
10. Carry out technical and administrative tasks associated with the upkeep and development of systems underpinning the Library service.
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

Planning and Organising:

1. Prioritise, plan and organise own work responding to manager's/work requirements in addition to own responsibilities to ensure operational efficiency.
2. Refer to more senior colleagues for prioritising and scheduling non-standard work.
3. React daily to queries from library users.

Resource Management Responsibilities:

1. Monitor and replenish levels of stocks/stores of equipment and supplies following set ordering procedures.
2. Occasionally, oversee the work of less experienced colleagues, ensuring tasks are completed accurately and on time and quality standards are maintained.

Internal and External Relationships:

1. Daily contact with Supervisor, work colleagues, University staff and students, and all other eligible Library users.

ESSENTIAL CRITERIA:

1. Five GCSEs (Grade C or above) or equivalent to include English Language and Mathematics. OR; NVQ Level 2 Administration or equivalent in a relevant subject.
2. A minimum of six months' experience of providing a library service in a working environment within either a public, a school or, an academic library.
3. An ability to relate well to library users.
4. An understanding of a named library classification scheme.
5. Excellent communication skills both written and oral.
6. Must realise the importance of accuracy.
7. Ability to work well within a team.
8. Ability to prioritise and to work quickly and accurately under pressure.
9. Must be able to demonstrate a genuine interest in library work and, in assisting users.
10. A flexible approach to working and, a willingness to acquire new skills.
11. Candidates must be prepared to undertake evening and weekend duty.
12. The Library consists of a number of different branches and candidates must be willing to work on any site or in any part of the Library system.
13. All Library Assistant posts require an element of manual work – e.g. shelving, shelf tidying.

DESIRABLE CRITERIA:

1. Two 'A' Levels.
2. A qualification in Librarianship or Information Management.
3. A minimum of twelve months' experience of working at a front-of-house service point in a Library.
4. A minimum of twelve months' experience of: Circulation transaction work in a Library.
5. A minimum of twelve months' experience of operating a Computerised Library Management System.
6. A minimum of six months' experience of providing a library service within the Higher or Further Education sector.