

# **SENIOR LIBRARY ASSISTANT**

## **FURTHER PARTICULARS OF THE JOB**

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### **JOB DESCRIPTION**

**Job Title:** Senior Library Assistant

**Department:** Library

**Main Purpose of Job:** To assist the Librarian in the efficient day to day administration of the College Library and the effective provision of Library services to support the learning, teaching and research of the College community.

### **Relationships:**

Responsible to: The Librarian

### **Main Tasks of Job:**

- 1) Circulation. Responsibility for the effective management of the circulation of books using Alma Fulfillment including:
  - a) Management of the self-check and re-shelving of books on day of return.
  - b) Item queries; recalls, holds, overdues, and other circulation matters.
  - c) Patron functions; the addition of new, changed and expired memberships.
  - d) Responding to alerts from the security gates.
  
- 2) Enquiry Services. Responding to routine enquiries from readers in person and via telephone, email and Teams to promote the effective use of library resources and assist in the use of library facilities.
  - a) Respond to readers' enquiries about finding, locating and using library resources via SOLO and related resources.
  - b) Assist readers in the use of the Library and its facilities.
  - c) Help in the delivery of Library induction.
  
- 3) Cataloguing and classification. Cataloguing and classification with accuracy, consistency in compliance with international bibliographical standards of MARC, RDA, LCSH using Alma.
  - a) Assign with accuracy and consistency appropriate Dewey classification in accordance with local usage.
  - b) Carry out the cataloguing a variety items new to the collections, editing existing records and external records, and adding items and holdings in Alma.
  - c) Perform catalogue amendments including; change of status, location, shelf mark and deletions using the Alma.
  
- 4) Collections. Assist in the day-to-day management of the Library's collections, and support acquisition and accession including:
  - a) Checking reading lists against the catalogue and advising Librarian accordingly.
  - b) Check book requests against the catalogue and advising Librarian accordingly
  - c) Place orders with suppliers at Librarians request.
  - d) Check invoices against incoming items.
  - e) Processing new acquisitions to the Library as directed by the Librarian.
  - f) Notify readers their requests are available for loan.
  - g) Administering the "missing books" system.
  - h) Maintain book fetching service.

- i) Identifying and selecting material for de-selection (weeding) in conjunction with the Librarian.
  - j) Identifying, selecting and preparing material in conjunction with the Librarian for dispatch to conservation.
  - k) Identifying, selecting and sending material for binding in conjunction with the Librarian.
- 5) To ensure that the printer/scanner/photocopier is refilled with paper and toner.
- 6) The day-to day administration of the Library casual carrels, tidying them and alerting librarian to issues of cleaning and repairs or abuse of carrels, including maintaining the WolfHub booking system.
- 7) To ensure that the Library is a pleasant and safe environment in which our readers work, and specifically:
- a) Maintain good discipline in the in the Library to ensure that the Library is a safe, pleasant and conducive place for all to work.
  - b) Ensuring the tidiness of the collections, maintaining the appearance of the Library and reporting damage to its fixtures and fittings.
  - c) Day to-day tidying of Library spaces checking desks are clear and leave slips up to date.
  - d) To keep shelves in good order, tidy and well-spaced and being prepared to make minor adjustments as required
- 8) Data protection and security
- a) Exercise reasonable care to keep safe all documentary or other material containing confidential information, and return to the College any such material in the post holder's possession at the time of termination of employment with the College, or at any other time upon demand.
  - b) To exercise care in the treatment of all Alma personal, confidential and sensitive data to which the post holder has access and for which he/she has responsibility and to ensure that such information is not disclosed to any unauthorized person.
- 9) Communication and Engagement: To ensure effective communication with the Library's readers including
- a) Preparation of weekly new books displays.
  - b) Assist in the creation of exhibitions by Wolfson members.
  - c) Support displays for the College's "named" lectures.
  - d) To contribute to the preparation and updating user guides & documentation.
  - e) Liaise with the College Communications Team.
- 10) Other Duties: to undertake any other tasks requested by the Librarian including but not exclusively:
- a) To assist with inventory control,
  - b) To maintain library sundries, and liaise with Library suppliers.
  - c) To invigilate external readers.
  - d) To act as note taker at the Library and Archives Sub-Committee.
  - e) Ensure health and safety measures are conformed to reporting to librarian.
  - f) Ensure correct manual handling of materials at all times.
  - g) To assist in the event of fire.
  - h) To respond to security incidents effectively.
  - i) To participate in the College Annual review process
  - j) To comply with the policies and procedures set out in the staff handbook
  - k) Fulfill any other duties that may be required from time to time commensurate with the grade of this post.
  - l) Seek to maintain their own professional development
  - m) To provide support to Library users in the Librarian's absence

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Degree in any subject or appropriate professional qualification or substantial library experience.	Significant academic library experience
<b>Knowledge and experience</b>	Demonstratable experience of a reader-focused and service-orientated library environment	Experience in working positively in a customer service setting  Thorough knowledge of MARC, RDA and LSCH cataloguing
	Experience of Alma - Acquisitions, Analytics, Cataloguing and Fulfillment	
	Comprehensive knowledge of SOLO	
	Demonstratable knowledge of information resources and digital literacy	
	High levels of IT literacy, and be able to work effectively in Microsoft Office applications and with online communication tools.	
<b>Skills and personal qualities</b>	Excellent written and spoken communication skills	
	A proactive, innovative and user-focused approach to service provision.	
	Ability to work flexibly.	
	A calm and methodical approach to work and excellent attention to detail, working with consistency and accuracy even under pressure.	
	Ability to work independently with a high degree of self-motivation and with demonstrable time management skills. Be able to plan and organise workloads to ensure completion of tasks.	
	Demonstrable evidence of successfully working in a team and working co-operatively with others to achieve objectives.	
	Excellent interpersonal skills and a proven ability to build and maintain good working relationships with colleagues.	
	Able to communicate effectively in a range of media to a variety of audiences; colleagues, students, Fellows, Members of Common Room and visitors.	
	Able to lift, carry and move books between working areas using trolleys and other aids as necessary, and comfortable working at heights, using ladders to reach shelves and in confined spaces.	
	Willingness to learn and be able to assess and apply own skills, abilities and experiences with view to development.	
	Be able to find innovative solutions working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions.	
	A strong sense of discretion, integrity and respect for diversity.	

## TERMS AND CONDITIONS:

<b>Appointment:</b>	The post is part-time and permanent with a three months probationary period. It is available from October 2024 or as soon as possible thereafter.
<b>Hours:</b>	Working hours are 22 hours per week, exact hours to be agreed with the Librarian. There is an unpaid 30 minute lunch break.
<b>Annual Leave Entitlement:</b>	39 days <i>pa</i> including Bank Holidays, pro-rata for part-time hours. Some annual leave must be taken during the College's Christmas and Easter closures.
<b>Salary and Benefits:</b>	<p>The post is Wolfson Grade 3, with a full-time salary range from £27,581 to £32,500 per annum. New appointments are normally offered the first increment of the grade.</p> <p>The pro-rata salary offered for 22 hours per week will be £16,624 per annum. Benefits include pension scheme, subsidised lunch (when on site), free parking (subject to availability).</p>
<b>Notice period:</b>	1 week during the probation period and 1 month thereafter.
<b>Probation Period</b>	A probation period of 3 months applies.
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, the right to work check, and signing a contract of employment.

### Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the

College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/data-protection-statement>)

**APPLICATION:**

Applications should be sent by email to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk), and should include:

- an application form completed in full
- a covering letter, addressed to the Librarian, which explains why you are interested in the post and **how you meet the selection criteria**

**The closing date is at noon on Monday, 9 September 2024. Interviews are will be held on 18<sup>th</sup> September 2024.**