

Job Description

Job Title: Senior Library Assistant

Supervised by: Library and Digital Resources Manager

Hours: up to 22.5 hours per week

Job Contribution: The post holder will help in the efficient management of the Library. Working in a with the librarian, they will participate in a wide range of activities and services to ensure the continuation of the library provision, always delivering high-quality customer service. The post holder will welcome readers and visitors, administer the library's admissions procedures, respond to enquiries and provide direction to appropriate service. Also, on front line desks they will liaise with students, academic staff, support staff and other library staff in Oxford. The post holder will be expected to complete tasks under general direction and to manage and priorities their work on a day to day basis.

Responsibilities:

1. Reader Services

Register readers and welcome visitors. Provide a library introduction, explain procedures and regulations and assist with information skills sessions.

Respond to reader queries in person, by phone and online. Help readers locate items within the library and electronic resources using online catalogues and other search tools available. Assist readers in the use of IT equipment including reader PCs, photocopier/printer and other digital tools. Refer readers to specialised library services in Oxford and other library staff when appropriate.

Help develop, document and promote library services effectively to readers, updating library guides and webpage.

Open and close the library providing security during opening hours through invigilation.

Assist readers with disabilities or special need to use the library and its collections.

Work collaboratively with Middlesex University Library, Bodleian libraries, British Library, other libraries in Oxford and ABTAPL to source items for readers and reading lists.

Upload copyrighted materials to the OCMS Virtual Learning Environment and monitor the usage and records for reporting.

Assist design and develop effective delivery of copyright-cleared digital learning materials in consultation with the librarian.

2. Collection Management

Shelve and move books and tidy up the library reading areas

Catalogue materials to Bodleian Library standards using RDA and AACR2

Liaise with the Bodleian's OLIS support team for updates in procedures and standards

Classify materials to the OCMS in-house scheme

Accession new materials/donations and process them for circulation

Check deliveries against invoices, approving invoices according to the college Finance system and maintaining standing order lists

Ensure checking of reading lists, identifying materials for purchase and report to the librarian

Purchase urgent material in the absence of the Librarian

Assist the annual stock-check, identifying items for replacement, withdrawal and arranging dispersal

Basic book repairs

3. Library Team

Supervision of Library volunteers in their day to day tasks if required.

In the absence of the Librarian, this role will take any decisions necessary in conjunction with the academic dean

4. Other duties

Comply with health and safety regulations

Comply with CLA and copyright regulations

Comply with GDPR

Participate in a regular Annual and mid-year Review

Undertake any necessary training identified

Any other duties that may be required by the librarian

Qualities, Experience and Qualifications

Essential Criteria

Education to degree level (or equivalent) with high level of literacy and numeracy
Excellent IT skills including knowledge/experience of library databases, online resources and digital applications

Experience in the cataloguing of monographs and other print materials.

Demonstrable communication skills with a wide range of stake holders

Ability to work flexibly and independently and as part of a team

Awareness of the importance of good customer care and a commitment to providing excellent quality service

Previous experience of working in a library, ideally academic institution

Ability to undertake a range of routine tasks with attention to details and accuracy.

Ability to lift, move and carry books

Desirable

· Professional Library qualification in progress or planned

Cataloguing trained to international standards (AACR2, RDA)

Ability to prioritise own workload

Experience of working on VLE (Virtual Learning Environment) and copyright awareness

Previous experience of supervising others especially volunteers
Subject interest/knowledge