Name of Post: Assistant Librarian

Responsible to: The Librarian

Purpose: To assist the Librarian in the day-to-day administration of the College Library, and in supporting the learning, teaching and research needs of the college community. The post carries special responsibility for developing and delivering training for library users in the efficient use of library resources, both printed and electronic. The Assistant Librarian would also have responsibility for running the circulation system and training the team of paid student invigilators.

Main duties

• To deal with reader enquiries and to promote effective use of library resources, in particular, to develop and deliver library induction and training courses in the use of electronic resources. To contribute to the preparation of user guides and documentation.
• To maintain and update sources of library information, both written and online, including the library pages on Weblearn and Facebook.
• To be responsible for running the automated circulation system. Duties include: maintaining reader records, issuing overdue and fines notices, book reservations, handling fines in cash, pursuing payment for lost items, maintaining reserve shelf stock, and issuing reserved material.
• To supervise and instruct student invigilators. To organise duty rosters and arrange for payment of student helpers.
• To maintain Library order and security.
• To catalogue and classify new Library material on to the Heritage system, using a modified Dewey system to international cataloguing standards. To assist with retrospective conversion and reclassification projects.
• To assist with collection development and stock management. To process book and periodical orders and acquisitions, as directed by the Librarian. To identify, select and send material for binding, and for de-selection.
• To liaise with library suppliers.
• To consult with library users about their needs. To participate in the Junior Library Committee and to take the minutes.
To continue to develop professional skills and awareness of the higher education environment. To participate in wider University committees and special interest groups, as the opportunities arise.

To carry out any other duties appropriate to the post, as directed by the Librarian

Revised August 2017

Person specification

The person appointed will have the following skills, knowledge and experience. Please explain in your covering letter how you meet the person specification for this post.

Qualifications and experience

Essential:
- A good first degree in any subject and a professional qualification in library or information science, or equivalent

Desirable:
- Experience of working in an academic library environment

Organisational skills

Essential:
- Ability to plan, prioritise and organise work
- Ability to work accurately, with attention to detail
- Ability to take responsibility for delegated tasks

Inter-personal and communication skills

Essential:
- Ability to work flexibly as a member of a team, and to use interpersonal skills to work with colleagues, student members, academics and visitors
- Excellent written and verbal communication skills
- Good teaching and presentation skills

Technical skills

Essential:
- Ability to catalogue according to international standards (RDA)
• Good IT skills (including a basic knowledge of Microsoft Office), and a positive attitude to the use of technology in the delivery of information

Desirable:
• Experience of the Dewey classification system and the Heritage library management system
• Additional IT skills e.g. experience of web-authoring, VLEs etc

Additional criteria

Essential:
• Commitment to continuing personal and professional development
• A proactive, innovative and user-focused approach to service provision