St Hilda's is a constituent college of the University of Oxford. [http://www.sthildas.ox.ac.uk/](http://www.sthildas.ox.ac.uk/). It has an attractive, well stocked library containing over 60,000 volumes. It is particularly strong in its modern, undergraduate collections, but also provides a service to the whole college community including graduates and academic staff. The library has recently undergone a major expansion of its working and storage space. It incorporates an electronic resources room, where students can have access to a wide variety of networked resources. The successful candidate would be expected to carry out general library duties: including shelving, processing, circulation, enquiries and acquisitions, as well as tasks appropriate to individual skills and interests. The Library uses the Heritage library management system, and has recently installed a new security and self-service system. No previous experience of computerised systems is necessary, but a positive approach to new technology is essential. Hours are 35 per week; there are no evening or weekend duties. There are three full-time equivalent staff members: the Librarian, the Assistant Librarian, and the Graduate Trainee, and a part-time Archivist. We also employ occasional student helpers. Further information about the library can be found on the College web site at:

[http://www.sthildas.ox.ac.uk/content/college-library-and-archive](http://www.sthildas.ox.ac.uk/content/college-library-and-archive)

The Library participates in the SCONUL accredited training programme offered by the University. The training programme aims to provide you with an insight into the different types of libraries within the University and to introduce you to professional topics and to give you an opportunity to experience libraries outside the Oxford system. The training normally consists of one half day (usually a Wednesday afternoon) each week in term time, commencing in September.

Please apply with a covering letter and *curriculum vitae*, including the names of two referees to Maria Croghan, Librarian, St Hilda’s College, Oxford OX4 1DY. ([maria.croghan@st-hildas.ox.ac.uk](mailto:maria.croghan@st-hildas.ox.ac.uk)) Closing date for applications: 12 noon on Friday, 13 July, 2018. We expect to hold interviews on Thursday, 19 July, 2018.
GRADUATE TRAINEE LIBRARY ASSISTANT JOB DESCRIPTION

Name of Post: Graduate Trainee Library Assistant

Responsible to: The Librarian

Purpose: This is a fixed-term post designed for someone intending to proceed to a postgraduate library/information studies course. The University has an established staff development programme for graduates (following the SCONUL code of Practice) in which the appointee is expected to participate. There will be the opportunity to attend other relevant staff development activities where appropriate.

Duties

General: To assist the Librarian and Assistant Librarian in the day to day running of the library, and take a share of general routines, reader services and acquisitions/serials work.
To learn a wide range of library skills prior to undertaking a postgraduate qualification in library and information studies, and to be trained in all aspects of the Heritage library management system.

1. To maintain Library order, security and discipline: shelving books and periodicals, tidying shelves, boxing and labelling of material, providing shelf labels and library signposting, and preventing unauthorised or improper use of the library.

2. To assist in running the automated circulation system. Duties include: input and maintenance of reader records, issuing overdue and fines notices, book reservations, handling fines in cash, pursuing payment for lost items, occasional issues and returns of library material, monitoring the security and self-service systems.

3. To deal with routine enquiries, and to help with the induction of new library users.


5. To carry out printing and photocopying, and assist with routine care of photocopier/printers in Library IT Room (ordering and replenishing supplies).

6. To assist with any other library projects as directed by the Librarian.

Updated June 2018
Person specification

(Please use your covering letter to illustrate how you meet the person specification. If you are invited for interview, you will be given the opportunity to discuss these points further.)

Essential

1. A minimum of a 2.1. honours degree or equivalent
2. Interest in pursuing a career in the library and information profession
3. The ability to communicate clearly in a courteous, helpful and professional manner with library users, academic staff, and others, both in person and in writing
4. Good time management and organizational skills and ability to prioritize work effectively
5. Ability to work without supervision, with the judgment to know when it is appropriate to take advice
6. Willingness to undertake routine tasks and ability to carry them out accurately and with attention to detail
7. Ability to work with flexibility and cooperation as a member of a small team
8. Good IT skills and a positive attitude to the use of ICT in library and information work

Desirable

1. Knowledge of the application of ICT skills to libraries
2. Knowledge of current issues in the library profession
3. Experience of working in a customer-focused environment
4. Experience of using bibliographic databases