EMMANUEL COLLEGE

JOB DESCRIPTION – Part-Time Library Assistant

LINE MANAGER – College Librarian

JOB OBJECTIVE

The post-holder will carry out a range of routine duties to support the daily running of the library which will entail use of the Library’s computerised system for issuing, returning and renewing books, and entering new readers onto the database and re-stocking books across the library.

SKILLS REQUIRED

- Strong organisational skills.
- Attention to detail.
- Excellent IT skills including Microsoft Office (Word, Outlook and Excel) are essential.
- Ability to work either as part of a small team or with minimal supervision.
- Excellent communication skills both written and oral.
- Ability to communicate at all levels is essential.

MAIN DUTIES

Using own initiative to ensure timely completion of work in accordance with instructions as may from time to time be issued by the College Librarian in connection with a wide variety of duties which include the following:

Daily routine duties
1. Manning the Library reception desk.
2. Issuing and returning books using Liberty software and RFID system.
3. Assisting users with the self-issue machine and library catalogue.
4. Dealing with library account queries, creating new accounts and library cards.
5. Organising Meeting Room bookings for students, signing out bookrests.
6. Answering library office phone and answering or redirecting queries.
7. Forwarding promotional material to the relevant Directors of Studies.
8. Shelving books and periodicals, tidying reader desks when required.

Other duties
1. Assisting with the receipt of new acquisitions using the Liberty acquisitions module.
2. Some associated book processing
3. Assisting with the receipt of periodicals, processing periodicals, recording invoices, noting and chasing missing issues and lapsed subscriptions
4. Checking reading lists
5. Giving library tours and inductions for new students at the start of academic year
6. Assisting with annual stock checks of the undergraduate library
7. Providing cover on the front desk when necessary
8. Demonstrating MFD photocopier/printer for users
9. Depending on experience - Assisting with the supervision of readers using Special Collection materials. Cataloguing books to RDA, Cambridge and in-house standards (knowledge of MARC 21 essential) using appropriate authority records on Liberty and the Alma cataloguing system
ADDITIONAL DUTIES

1. Observe the College Health and Safety Policy, Equal Opportunities Policy, the Computer Acceptable Use Policy, the College Social Media Policy and the College Policy on the application of the General Data Protection Regulations, at all times.
2. Any other duties and responsibilities which are compatible with the post of Library Assistant which may from time to time be required.

PERSON SPECIFICATION

Essential

1. Education to at least A-level standard or equivalent.
2. Previous experience of library work or similar work beneficial.
3. Excellent IT skills and ability to use a database
4. Excellent communication skills, both written and oral
5. Excellent attention to detail and ability to produce work that is both consistent and accurate
6. Ability to work as part of a team and also independently, unsupervised.
7. Excellent customer care skills

Desirable

1. Experience of cataloguing books to RDA and MARC 21 standards
2. Experience of supervising readers using rare book, manuscript or archival material