

## **Job Description & Further Particulars**

### **Senior Library Assistant**

### **St Hugh's College, Oxford**

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| 1. <b>Job Title</b>         | Senior Library Assistant               |
| 2. <b>Reports to</b>        | Librarian                              |
| 3. <b>Direct reports</b>    | None                                   |
| 4. <b>Salary</b>            | £22,230 pro rata per annum             |
| 5. <b>Hours</b>             | Part-time, 30 hours per week (0.8 FTE) |
| 6. <b>Key Relationships</b> | College members                        |

#### **The College**

St Hugh's College was founded in 1886 as a women's college and became fully mixed in 1986. The College has some 420 undergraduates and around 400 graduates, 70 Fellows, 30 college lecturers and a non-academic staff of 100. From its beautiful site in North Oxford, the College promotes a thriving culture of research and intellectual engagement. Information about the College is available on our website at <http://www.st-hughs.ox.ac.uk/>

The College's Art Deco Library is one of the larger and best-stocked college libraries in Oxford, with over 75,000 volumes, as well as an interesting collection of 3,500 rare books. The library also has three stack rooms which contain periodicals, books, pamphlets, and 19<sup>th</sup> century publications. The Library offers 24-hour access and loans to members of College and is regularly used by students and tutors for study.

#### **The post**

The Senior Library Assistant will be a key member of a small team consisting of the Librarian and Graduate Trainee Library Assistant. The Archives are under the management of a part-time Archivist, with whom the Library staff work closely. This is a new part-time post to help the Librarian with the reorganisation of the stack rooms and provide support and share of day to day running of the Library.

This is a fixed term post to start on a mutually agreed date in August 2018, and to end on the June 2020.

### **1. Job summary**

The Senior Library Assistant is responsible for assisting the Librarian to help with the reorganisation of the stacks and provide efficient library support and services to the College community.

### **2. Key responsibilities**

The principal duties of the post include:

- To help with the complete reorganisation on the stack rooms – this will include cataloguing and reclassifying materials in the stacks using Aleph and Dewey Decimal Classification Scheme, as well as reorganising the physical space.
- To participate in desk duties and dealing with readers' enquiries, including registering new readers, loans processing, and maintaining security.
- To assist with all aspects of the self-service kiosk, copier/ printer/scanner and library PCs
- To assist with acquisitions: checking reading lists and recommendations, accessioning books and periodicals, book orders, book processing and labelling; in-house repairs
- To help update and monitor of the library's social media sites
- To shelve books, clearing desks and tidying the reading rooms
- To assist with the induction of new readers, including the use of SOLO and electronic resources
- To participate in collection management projects such as stock checks, book moves and re-classification
- To assist with the care and development of the Library's historic collections as instructed by the Librarian

The Senior Library Assistant will also:

- Provide cover when the Graduate Trainee Library Assistant is away on training
- Assist with other tasks, projects and events as directed by the Librarian

### **3. Person specification**

The person appointed will have the following qualities:

#### **Essential**

- A good first degree and either a professional qualification in library and information science, or library experience working at a professional level, preferably in an academic library
- Good time management and organisational skills to prioritise and manage a varied daily workload and project work.
- Excellent communication skills, both written and oral
- Good level of IT literacy with proficiency with Microsoft Office applications, and the ability to familiarise yourself quickly with new programs/software
- Ability to work independently as well as part of a team
- Excellent analytical skills and high attention to detail
- Enthusiasm for academic library work and interest in wider professional issues
- Flexible and co-operative approach to work
- Ability to carry out physically demanding work, including lifting, carrying and using ladders (as the post includes moving books and general shelving)

**Desirable**

- Proficiency in cataloguing according to RDA and MARC21 rules
- Experience of Aleph Library Management System and Dewey Decimal Classification Scheme

**4. Terms and conditions**

- Fixed-term contract until June 2020
- £22,230 p.a. pro rata
- Weekly hours of work are 30 hours (0.8 FTE)
- Free lunch available when on duty and when the College kitchens are open
- 38 days holiday per year (pro rata), inclusive of all public holidays and college Christmas closure
- University Pension Scheme

To apply, complete and submit the application form on-line: [www.st-hughs.ox.ac.uk/discover/work-for-us](http://www.st-hughs.ox.ac.uk/discover/work-for-us)

**The deadline application for this post is Noon 26 June 2018.**

If you have any queries, please email [hr@st-hughs.ox.ac.uk](mailto:hr@st-hughs.ox.ac.uk) or contact HR on (01865)274914.

All appointments are made in accordance with St Hugh's College's Equality Policy and applications are welcomed from a wide range of candidates. The College undertakes not to discriminate unlawfully against any applicant on the basis of any information revealed. The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.