

Library Assistant**12 - month Fixed Term Contract (maternity cover)****Job Description**

1. **Job title:** Library Assistant
2. **Hours:** 37.5 hours a week, 12-month fixed term contract (maternity cover)
3. **Salary:** Grade 3 £27,690 -inclusive of the Oxford University weighting of £1,500 per year (pro rata)
4. **Reports to:** Librarian
5. **Direct reports:** None
6. **Job summary:**

The Library Assistant will be assisting the Librarian to provide efficient library support and services to the College community and will have primary responsibility for routine tasks. This role would suit a person who would like to develop their library career, or who is embarking on a professional library qualification. The successful applicant will be helpful, efficient, approachable, and willing to work closely and flexibly as part of this small team. In addition, he or she will have a good honours degree (or equivalent experience), excellent written and spoken communication skills, accuracy and attention to detail, and the ability to interact well with readers and staff members. The post requires good time-management and organisational skills to balance a range of duties, which will from time to time include both clerical and more manual work.

7. **Key relationships:** College members

8. The College

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 1,000 students, more than 60 Fellows, over 50 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across all of the College's support and administrative operations.

The Library

The College's Art Deco Library is one of the largest and best-stocked College libraries in Oxford, with over 85,000 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 19th-century publications. The Library

supports the College's aims by delivering 24-hour access to the resources and working environment to support undergraduate and postgraduate study and collecting, preserving and promoting the College's intellectual heritage.

The Library Assistant will be a key member of a small team alongside the Librarian, the Assistant Librarian, and the Archivist

Main Responsibilities

Library routine tasks

- Dealing with routine enquiries from readers in person and via telephone and email, and dealing with general library post
- Assisting in running the automated circulation system. Duties include: input and maintenance of reader records, book reservations, assisting with procedures relating to overdue items
- shelving books and periodicals, tidying shelves, monitoring the alarm system, and supervising the reading rooms
- Processing and labelling new acquisitions and donations
- Dealing with all aspects of the self-service kiosk, copier/ printer/scanner and library PCs
- Assisting with the Library's subscriptions to journals and standing orders, receiving, and processing incoming items
- Using the library management system Alma including the Resources, Fulfillment and Analytics modules. Supporting readers in the use of SOLO and IT equipment.
- Checking reading lists for acquisitions
- Assisting with in-house repairs
- Assisting with the induction of new readers, including the use of SOLO and electronic resources
- Assisting with engagement activities including events, promotional material, exhibitions and displays; promoting library news and activities.
- Contributing to the library's social media platforms
- Contributing to the team's written procedures by providing documentation on workflows and processes
- Liaising with other departments in the College on matters relating to the library as necessary

Other:

- Participating in collection management projects such as stock checks, reclassification, relocation and weeding of stock
- Assisting with any other library projects as directed by the Librarian
- Taking part in professional development activities and share and reflect on learning

9. Selection criteria

Essential

- formal qualification: B.A. (or equivalent experience)
- Excellent communication skills, both written and oral
- Good time management and organisational skills
- Ability to build good working relationships with other members of staff and to work both closely together with them in a small team and independently as needed
- Ability to work to a very high standard of accuracy and to pay close attention to detail in all aspects of work
- Good level of IT literacy with proficiency with Microsoft Office applications, and the ability to familiarise yourself quickly with new programs/software
- A flexible and co-operative approach to work
- Ability to carry out physically demanding work, including lifting, carrying and using ladders, for which training will be given

Desirable

- Experience in working in an academic library environment
- Keen interest in pursuing a career in library services
- Proficiency with social media, and the ability to use it effectively in an academic library environment
- Experience with ALMA (Ex Libris library management system)
- Knowledge of e-journals, databases and electronic resources

Benefits & other information include:

- Pension: employment with the College provides enrolment into the Oxford Staff Pension Scheme (OSPS).
- Annual leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open and tea and coffee.
- Health & Wellbeing:
 - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
 - Free annual flu jab.
 - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.

- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.
- How to Apply

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to recruitment@st-hughs.ox.ac.uk. References will be taken up for the successful candidate.

Applications should be sent via email to recruitment@st-hughs.ox.ac.uk by midday on Friday 7 February 2025

Closing date: Midday Friday 7 February 2025

Interviews: We expect to hold interviews during the week of 24 February 2025 in person at St Hugh's.