

Job descriptions for posts in Library/Learning Resource Centres in the post-16 sector

The job description provided below is part of CoLRiC's collection of job descriptions for posts in Library/Learning Resource Centres in the post-16 sector. The name of the organisation has been removed. It is hoped the examples in the collection will be of help to CoLRiC members and CoLRiC welcomes further contributions – please send to CoLRiC at the address below.

Ref: JD115	Sector: SDC	Job category: Library Assistant	Year: 2018
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Library Assistant

Reporting to Learning Resources Manager

The Job

We are looking for a committed and enthusiastic library assistant to support the provision of library services to meet the teaching, learning and research requirements of the college.

You will work as part of a small team to provide front-line library services, working directly with students, academic and administrative staff, and assist with the day-to-day administration of the library. While enthusiasm for the subject matter is a bonus, commitment to customer service is essential. The administrative aspects of this role also require attention to detail and a thorough work ethic.

The ideal candidate will have several years of customer service experience, ideally in a library or academic setting. You will have a flexible and proactive work ethic, and be driven to create the best learning environment possible. Instructional experience and skill are a strong asset. Working hours may vary in accordance with the requirements of your role, staff sickness or leave.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Duties and responsibilities

- Run the circulation desk independently utilizing the existing library management system (issue, return, reserve material and collect fines)
- Address routine enquiries, in person, on the phone and via email
- Maintain student and staff records in library management system
- Prepare formal reports on library goings-on, as necessary

- Prepare resource guides and other Reader Advisory material
- Monitor student behaviour in library, computer labs and quiet study areas
- Aid in the selection of material for acquisition
- Maintain the library space through construction of displays, shelf-tidying, and some shelving.
- Assist with a rolling programme of library inductions for both staff and students
- Run information literacy workshops for students
- Promote library materials to staff and students through outreach initiatives
- Undertake health and safety duties and responsibilities appropriate to the post.
- Commits to the college's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Some knowledge of library workings 	
Skills	<ul style="list-style-type: none"> • Well-developed interpersonal and communication skills • Presentation skills • Service delivery skills • Ability to work independently • Ability to work under pressure • Good organisation skills • Ability to work effectively as part of a team • General IT skills 	<ul style="list-style-type: none"> • Research skills • Instructional ability
Experience and qualifications	<ul style="list-style-type: none"> • Customer service experience, preferably in a library setting. • Experience and interest in working in the subject area covered by the college 	<ul style="list-style-type: none"> • Experience working with students (16+) • Some post-secondary education • Experience in an academic work setting • Experience using an automated library system
Attributes/ personal characteristics	<ul style="list-style-type: none"> • Friendly and confident • Professional approach • Flexibility and an ability to adapt to change • Commitment to delivery of a high-quality services • Commitment to equal opportunities • Commitment to safeguarding • Enthusiasm for service to users 	

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