

**Library Assistant**

**Job Description**

**Job title:** Library Assistant

**Reporting to:** Librarian

**Based:**  Sopley, Christchurch, Dorset

**Hours:** 10 hours per week with flexibility of timings (days/weeks).

**Purpose**

To assist in the day to day running of the college library, maintaining an effective and quality library service to students and staff.

**Liaising with**

* Librarian
* Academic staff
* Students
* Student library work duty team
* Volunteers

**Main duties to include:**

* Assist in the classification andcataloguing of new library stock.
* Liaise with academic staff to establish and update reading lists.
* Assist with the maintenance of data in the Library Management System (Accessit)
* Assist the Librarian with ensuring the procurement and sufficiency of electronic resources in the College’s move towards blended learning.
* Assistwith maintaining library databases and records
* Assist with ensuring copyright licence agreements are followed
* Assist in shelving books and periodicals on a regular basis.
* Assist with managing the workload for the volunteer work teams.
* Assist the Librarian with any other administrative task required
* Assist with giving basic guidance to staff and students as appropriate



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**Person Specification**

Criteria are marked as expected (E) or highly desirable (D).

**Qualifications:** D Educated to A Level or equivalent

**Experience:** D Experience working in a library or with systems of

classification, both physical and electronic

**Skills & Competencies:** E Aptitude for IT and specifically databases and Excel

E Good working with alphanumeric classification codes

 D Good verbal communication skills

 E Able to plan and deliver work within agreed timescales

**Personal Qualities:** E Attention to detail and methodical

D Problem solving and able to use initiative

E Friendly, approachable to students and staff

E Able to work as part of a team

E Hardworking and able to multi-task

E Self-motivated to work on their own

E Flexible, able to adapt to varying demands and situations

March 2023