



<b>Job title:</b>	<b>Senior Library Assistant</b>
<b>Responsible to:</b>	College Librarian
<b>Place of work:</b>	Christ's College, Cambridge and all property owned by the College in and around Cambridge
<b>Salary range:</b>	Points 27-31 on the University single salary spine
<b>Hours:</b>	Permanent, full time, 36.25 hours per week.
<b>Holidays:</b>	36 days annual leave (inclusive of public holidays)
<b>Pension scheme:</b>	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

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### **Job summary**

To assist in delivering Library services to College members and external researchers, with particular responsibility for overseeing and evaluating user experience services; and contributing to the Library's academic skills provision

Please note: During the 2023-24 academic year, Special Collections work may be limited due to building works in College.

### **Key responsibilities**

#### **1. User services**

- To undertake regular shifts at the Library issue/enquiry desk, including the timely completion of daily issue desk routines and dealing with enquiries in a knowledgeable, friendly, and courteous manner.
- Shelving, tidying, and weeding in the Working Library, and maintaining an orderly working atmosphere in the Reading Room.
- To create weekly issue desk and termly Old Library invigilation rotas, where necessary.
- To provide high-quality responses to written and telephone enquiries relating to the Working Library and Old Library.
- To manage the Library Locker Scheme, including producing annual locker agreements, organising replacement keys, and ensuring lockers are emptied at the end of each academic year.

- To ensure that all student leavers (undergraduate and graduate) clear their borrower accounts of books and fees by agreed deadlines, billing accounts as necessary and liaising closely with patrons, the Accounts Office and the Tutorial Office with Assistant Librarian and College Librarian.
- To update Reading Room signage and information screen as needed.
- To assist in running squash and biscuit breaks for students.
- To take a proactive approach to user experience; evaluating and developing services where necessary
- With the Librarian, Assistant Librarian and Graduate Trainee, to maintain the Library's social media presence.
- To maintain specific webpages as agreed with College Librarian.

## **2. Cataloguing**

- To catalogue and classify library materials of all types, using MARC21, AACR2, RDA, LCSH and the Library of Congress Classification Scheme.

## **3. Collection management**

- To take responsibility for carrying out an annual stock check.
- To manage the Music Hire Library, including administering loans to members of the University of Cambridge.
- To assist the Assistant Librarian with checking reading lists.
- To process new acquisitions and carry out basic repairs to modern books.

## **4. Academic skills support**

- To assist the College Librarian with developing the academic skills provision offered by the Library, in both planning and delivery of sessions and creation of materials
- To assist with the delivery of the information literacy and student induction programmes

## **5. Special collections and outreach**

**Please note: During the 2023-24 academic year, Special Collections work may be limited due to building works in College.**

- To assist in the curation of exhibitions in the Old Library.
- To assist in invigilating the Old Library when open to the public.
- To invigilate researchers consulting materials from the special collections, ensuring correct administrative procedures are followed and good handling principles observed.
- To assist with outreach events, including visits, tours, open days, Open Cambridge, Cambridge Science Festival, and termly activities for students (occasional evening and weekend work may be required, for which time off in lieu will be given.)
- To contribute to the library's other outreach efforts as required.

## **6. Staff management**

- To assist in the day-to-day supervision of the Graduate Trainee, volunteers, casual staff, and work experience/placement students.
- To contribute to the training of new staff.

## **7. General management and administration**

- To order stationery, conservation, and general supplies in conjunction with the College Librarian.

- To be proactive in reporting maintenance and cleaning issues pertaining to the Library.
- To attend termly Library Committee meetings when required to do so.
- To attend monthly Library staff meetings.
- To represent the views of the Library at Staff Liaison meetings when required to do so.
- To represent the Library at College meetings as requested by College Librarian and/or Assistant Librarian.
- In discussion with the College Librarian, to attend appropriate internal and external training and development opportunities.

#### **8. General responsibilities**

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Education to A-Level standard or equivalent</li> <li>• Demonstrable commitment to library and information work</li> </ul>	<ul style="list-style-type: none"> <li>• A desire to progress professionally</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Understanding of the Higher Education environment</li> <li>• Practical experience of academic library work, including the delivery of frontline services</li> <li>• Practical experience of cataloguing modern printed books using AACR2, RDA, MARC21, and LCSH</li> <li>• Experience of using the circulation and cataloguing modules (or equivalent) of a library management system</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with the Library of Congress Classification Scheme</li> <li>• Working knowledge of the Alma library management system</li> <li>• Experience of using social media in the promotion of library services</li> <li>• Experience of working with special collections</li> <li>• Experience of hosting visits, tours, and other outreach events</li> <li>• Experience of or interest in designing and/or delivering academic skills or information literacy sessions</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to deliver high standards of customer service under pressure</li> <li>• Ability to communicate effectively and confidently with a range of people, including students, Fellows, visiting researchers, and members of staff</li> <li>• Ability to prioritise a diverse workload</li> <li>• Ability to work effectively as part of a team, with a collaborative approach to achieving team and organisational goals</li> <li>• Excellent written communication skills</li> <li>• Ability to undertake routine work diligently, accurately and positively</li> <li>• Excellent IT skills (MS Word, Excel, PowerPoint, email, and internet)</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to delivering a first-rate library service</li> <li>• Self-motivated, organised, flexible and adaptable approach to work</li> </ul>	<ul style="list-style-type: none"> <li>• Fitness to undertake physical duties, including shelving and book moving</li> </ul>