Job title: Senior Library Assistant

Responsible to: College Librarian

Place of work: Christ’s College, Cambridge and all property owned by the College in and around Cambridge

Salary range: Points 24 to 28 on the Universities single salary spine; incremental progression through the range is discretionary

Hours: Permanent, full time, 36.25 hours per week.

Holidays: 36 days annual leave (inclusive of public holidays)

Pension scheme: 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.

Job summary
To assist in delivering Library services to College members and external researchers, with particular responsibility for overseeing user services and cataloguing modern printed books.

Key responsibilities
1. User services
   - To undertake regular shifts (generally two or three per week) 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.
   - To create weekly issue desk and termly Old Library invigilation rotas.
   - To provide high-quality responses to written and telephone enquiries relating to the Working Library, Old Library and College Archives' collections and services.
   - To maintain an orderly working atmosphere in the Reading Room, including by enforcing the Library’s “no food” policy.
   - To carry out monthly maintenance of the Library’s self-issue terminals.
   - With the rest of the Library staff, to shelve stock and tidy shelves in the Working Library.
   - To manage the Library Locker Scheme, including producing annual locker agreements, organising replacement keys, carrying out random inspections, 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.
• To update Reading Room signage as needed.
• To update the Reading Room information screen at least once each term and vacation period.
• To invigilate researchers consulting materials from the special collections, ensuring correct administrative procedures are followed and good handling principles observed.
• To assist in running daily squash and biscuit breaks for students during Easter Term.
• To undertake evening invigilation duties during Easter Term (6pm to 9.30pm), for which extra payment will be given.
• To assist with the delivery of the information literacy and student induction programmes.
• To assist with outreach to the general public.
• With the Librarian, Assistant Librarian and Graduate Trainee, to maintain the Library’s blog, Facebook page, Instagram account, and Twitter account.
• 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 administrating 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. Special collections and outreach
• To assist in the curation of exhibitions in the Old Library (two per annum, November to April and June to October).
• To assist in invigilating the Old Library when open to the public.
• 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 “Treasures” blog, and other outreach efforts as required.

5. 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.

6. General management and administration
• To order stationery, conservation, and general supplies.
• 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.

7. **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.
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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Education/Qualifications</strong></td>
<td>• Good first degree or equivalent</td>
<td>• A desire to progress professionally (for example by undertaking a professional qualification part time)</td>
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<td>• Demonstrable commitment to library and information work</td>
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<td><strong>Experience</strong></td>
<td>• At least one year’s practical experience of academic library work, to include the delivery of frontline services</td>
<td>• Familiarity with the Library of Congress Classification Scheme</td>
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<td>• Practical experience of cataloguing modern printed books using AACR2, RDA, MARC21, and LCSH</td>
<td>• Working knowledge of the Alma library management system</td>
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<td>• Experience of using the circulation and cataloguing modules (or equivalent) of a library management system</td>
<td>• Familiarity with the use of RFID for self issue and stock checking</td>
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<td>• Experience of maintaining patron records on a library management system</td>
<td>• Experience of using Twitter, Facebook, Instagram, and blogs in the promotion of library services</td>
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<td>• Experience of working with special collections</td>
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<td>• Experience of hosting visits, tours, and other outreach events</td>
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<td><strong>Abilities</strong></td>
<td>• Ability to deliver high standards of customer service under pressure</td>
<td>• Knowledge of a European language other than English</td>
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<td>• Ability to communicate effectively and confidently with a range of people, including students, Fellows, visiting researchers, and members of staff</td>
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<td>• Ability to prioritise a diverse workload</td>
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<td>• Ability to work effectively as part of a team, with a collaborative approach to achieving team and organisational goals</td>
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<td>• Excellent written communication skills</td>
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<td>• Ability to undertake routine work diligently, accurately and positively</td>
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<td>• Excellent IT skills (MS Word, Excel, PowerPoint, email, and internet)</td>
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<td><strong>Personal attributes</strong></td>
<td>• Commitment to delivering a first-rate library service</td>
<td>• Fitness to undertake physical duties, including shelving and book moving</td>
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<td>• Organised, self-motivated, persistent and methodical work ethic</td>
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<td>• Pleasant, good-humoured, and courteous approach</td>
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