



Library Assistant: Content Provision

REQ241042

Job Description

Job Grade: Administrative Services, Grade 3

Job Purpose: To support the University Library's content provision activity and to contribute towards service development via a range of initiatives and projects.

Job Duties:

Acquisition of scholarly content

- Deals with requests for monograph purchases and creates orders as appropriate
- Receipts, checks-in and processes incoming library material.
- Updates, edits and quality checks bibliographic records on Library systems, e.g. reading lists system and Library management system
- Processes requests for ereserves ensuring they comply with copyright regulations.
- Assists with inter-library loan requests.
- Predicts patterns of journal issue dates.
- Creates claims for missing issues of print journals

General

- Shelves and tidies library material as required.
- Participates in collection management and stock revision activities.
- Keeps statistical records of content service activities
- Responds effectively to enquiries received via a range of communication methods, referring queries to individuals or teams as appropriate.
- Undertakes any training and development deemed appropriate for the position by the Librarian and Line Manager
- Ensures compliance with relevant University policies and procedures
- Provides cover for colleagues and undertakes any other duties which may reasonably be required by the Librarian and Line Manager that are commensurate with the nature and grade of the post

Points to note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational responsibility

Reports to the Content Provision Manager

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Relevant administrative experience	1,3
	Recent experience of working in a library, similar information or research environment	1,3
	Experience of working individually and as part of a team	1,3
Skills and abilities	Flexibility and the ability to handle and monitor varied workload	1,3
	Excellent interpersonal skills with the ability to deal with people in a diplomatic and professional manner	1,3
	Strong team working skills and the ability to work collaboratively	1,3
	Excellent communication skills, written and oral	1,3
	Good organisational and administrative skills	1,3
	A flexible and user-focussed approach	1,3
	Able to work accurately and methodically with an attention to detail	1,2,3
	Good IT skills with the ability to work with variety of applications such as Microsoft Office, and other web-based platforms	1,2,3
Training	Ability to locate bibliographic information via online resources	1,2,3
	Demonstrate evidence of having undertaken further training	1,3
Qualifications	Commitment to learning and developing new skills	1,3
	4 GCSE's at Grade C or above (or equivalent)	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1,3
	Experience of using a Library Management System (LMS)	1,3
	Knowledge and experience of monograph and textbook acquisition	1,3
	Experience of establishing and maintaining accurate electronic records	1,3
Skills and abilities	An understanding of the Higher Education environment	1,3

Conditions of Service

The position is permanent and part-time. Salary will be on administrative services grade 3, £22,911 to £24,044 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <https://www.lboro.ac.uk/services/hr/leave-absence/family-leave/>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

For informal enquiries please contact the Content Provision and Access Lead, Jane Bramley, J.C.Bramley@lboro.ac.uk