

## **Job Description**

**Job Title:** Senior Library Assistant (Technical Services)

**Supervised by:** College Librarian

**Hours:** 36.5 per week

### **Job Contribution:**

The post holder will help in the efficient management of the Library. Working in a small team, they will be expected to participate in a wide range of activities and services to ensure continuation of service. Taking responsibility for cataloguing and technical services, the post holder will liaise with students, academic staff, Oriel domestic staff and library staff throughout Oxford.

### **Responsibilities:**

#### **1. Cataloguing & Classification**

- Cataloguing new and back log material to Bodleian Library standards using RDA and AACR2
- Downloading and evaluating external records as required
- Liaising with the Bodleian's OLIS support team for updates in procedures and standards
- Classifying material to the Oriel in-house scheme
- Maintenance and review of the Oriel classification scheme

#### **2. Acquisitions**

- Accessioning new material / donations
- Checking deliveries against invoices, adding and approving invoices on the Library Management System and in-house Finance system
- Use of Ex-Libris Acquisitions modules
- Processing new material – tagging / barcoding / labelling
- Checking reading lists and identifying material for purchase
- Maintaining standing order lists
- Purchasing urgent material in the absence of the Librarian

#### **3. Journals**

- Checking in new journals
- Co-ordinating claims for missing issues.

#### **4. Stock management**

- Stock moves
- Identifying items for withdrawal and arranging dispersal
- Organising material for binding

- Basic book repairs

#### **5. Library Team**

- Supervision of Library Assistant/Library Shelver in their day to day tasks
- Keeping self and Library Team informed about wider library developments in Technical Services and looking at ways they might be applied to Oriel
- In the absence of the Librarian, this role will take any decisions necessary in conjunction with the Fellow Librarian

#### **6. Other duties / shared team responsibilities**

- Ensuring library rules are adhered to
- Participating in inductions and library tours
- Maintenance of staff handbook
- Monitoring the library email account
- Stock checks / missing books
- Supervision of outside readers / special collections
- Ensuring post is collected and taken to the Lodge
- Following consistent house style for signs / library promotional work
- Desk duties / roving
- Other duties as required

Please note that due to nature of the Oriel Library team while this role has a strong Technical Services focus, the post holder will also be expected to learn, participate and provide input into the Reader Services aspects of Oriel Library. They will also be expected to train and support other Library staff in aspects of their own role to ensure continuation of service.

### **Qualities, Experience and Qualifications**

#### **Essential Criteria**

- Excellent IT skills
- Demonstrable communication skills with a wide range of stake holders
- Previous technical services experience ideally in a Library
- Ability to work independently and as part of a team
- Cataloguing trained to international standards (AACR2, RDA)

#### **Desirable**

- Professional Library qualification, completed or in progress
- Use of Library Management Systems, ideally Ex Libris
- Experience of reader services work, ideally in a Library
- Ability to prioritise own workload
- Previous experience of supervising others

#### **Benefits:**

38 days holiday (including bank holidays), pension, free meal on duty, discounted membership to University sports facilities, travel loan scheme plus access to hundreds of local and national discounts (more information available from HR).