



Library Assistant

Hours: 12.5 hours per week, ideally 2.5 hours Monday – Friday, permanent

Salary: circa £10.50 per hour

Supervised by: College Librarian

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. The post holder will liaise with students, academic staff, Oriel domestic staff and library staff throughout Oxford.

Responsibilities:

- Shelving
- Processing of new and donated material – tagging, barcoding, labelling
- Checking reading lists against stock
- Assisting with stock management such as withdrawals, stock moves, missing book checks
- Reader Services enquiries
- Ensuring Library rules are adhered to
- Collecting post and opening parcels
- Other duties as required

Qualities, Experience and Qualifications

- Excellent IT skills
- Previous Library experience ideal but not essential as training will be given
- Customer facing role
- Ability to work independently and as part of a team
- Good attention to detail and time management skills