

JOB DESCRIPTION

Job title	Senior Library Assistant(Reader Services)
Department	Library
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£29,432
Hours of work	36.5
Contract type	Permanent
Reporting to	Librarian

Overview of the role

The postholder will assist in the day-to-day running of the college Library, ensuring an excellent service. Working in a small team, they will be expected to participate in a wide range of duties to ensure continuation of library service. Taking responsibility for reader services and circulation of materials, the postholder will liaise with students, academic staff, Oriel domestic staff and library staff throughout Oxford.

Please note: this role is not suitable for remote working.

Responsibilities

1. Disability Support & EDI

- a. Providing the first point of contact for students with disabilities who require assistance in accessing Library resources ; dealing with Student Support Plans ; liaising with Oriel's Academic Office regarding individual needs
- b. Keeping informed about wider disability issues and advances throughout Oxford and beyond
- c. Planning proactively to improve the Library's offering to students with additional support needs
- d. Taking the lead on Equality, Diversity and Inclusion issues affecting the Library

2. Circulation

- a. Monitoring the circulation of material; dealing with holds, overdues and fines
- b. Maintaining patron records on the library management system (Alma)
- c. Maintaining statistics on circulation; using Alma Analytics for reporting; monitoring and recording 'in-house usage of material

- d. Ensuring circulating stock is in good condition; carrying out basic repairs; recommending books for replacement if they are beyond repair
- e. Liaising with the Bodleian's OLIS support team to react to circulation problems and any updates in procedures and standards
- f. Monitoring the D-Tech self-collect lockers; liaising with IT support and OLIS team to resolve problems

3. Space / Security

- a. Monitoring and maintenance of the Library security system (currently Bibliotheca) ; liaising with IT support, OLIS team and Bibliotheca to resolve problems
- b. Ensuring security and maintenance of Library premises and materials, including equipment provided for student use
- c. Overseeing accurate and timely shelving of material, including direction of any Library shelvers
- d. Overseeing the day-to-day tidying of library space: clearing desks, monitoring usage, dealing with lost property
- e. Reviewing and updating signage to ensure accuracy and relevance
- f. Responding to book alarms and checking overnight activity logs; liaising with the Lodge if SALTO or CCTV evidence is needed
- g. Publicising Library rules and ensuring they are adhered to
- h. Coordinating requests from other college departments to use Library facilities and exhibition spaces

4. Reader Services

- a. Participating in inductions and providing library tours for a variety of readers
- b. Answering general library enquiries - in person, by email and by phone
- c. Creating promotional and instructional material; publicising Library services
- d. Assisting readers with printer/photocopier use, liaising with IT support as necessary
- e. Training and assisting students to use the self-service system, and to access SOLO user accounts
- f. Maintaining professional awareness of wider library developments in Reader Services; looking at ways they might be applied to Oriel Library
- g. User education; promotion of information literacy

5. Other duties / shared team responsibilities

- a. Documenting routines in Library staff handbook
- b. Maintaining the Library's social media presence and website
- c. Monitoring the shared Library email account
- d. Identifying items for withdrawal
- e. Stock checking, including shelfchecks for missing books
- f. Supervising outside readers / special collections
- g. Ensuring post is taken to and collected from the Lodge
- h. Following consistent house style for signage and communications
- i. Enquiry desk duties / roving
- j. Other duties as requires

Please note that due to nature of the Oriel Library team while this role has a strong Reader Services focus, the post holder will also be expected to learn, participate and provide input into the Technical

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.

Selection criteria

Essential:

- Excellent IT skills
- Experience of working in a customer-facing role in a library
- Demonstrable communication skills with a wide range of stakeholders
- Ability to work independently and as part of a team
- Experience of handling sensitive and confidential information
- Manual handling skills, ability to carry books safely up and down stairs
- Good time management skills, and the ability to prioritise own workload

Desirable:

- Professional library qualification, completed or in progress
- Experience of using a library management system, ideally Ex Libris ALMA
- Experience of training or supervising staff in routine procedures

About Oriel

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Nobel Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Data Protection

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Free access to hundreds of online training courses

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.