



**Assistant Librarian (Collections)**

**12 Month fixed-term contract**

**Grade 6**

**Job description:**

The Assistant Librarian (Collections) is a key post, working with the Library team to provide an excellent service to all Library users.

**Days and hours of work:** Monday-Friday, 9.30am-5.30pm. There is a paid lunch break of one hour.

The post holder will work with the entire Library team. The successful candidate will have overall responsibility for parts of the collections development and management processes in the Library, which include, but are not limited to:

- Ordering new books and administrating the associated payments
- Responsibility for other finance-related work, as required
- Responding to queries and fulfilling new book recommendations from Fellows
- Cataloguing of modern books
- Supporting all aspects of the Library's work relating to collections development and management
- Assisting with the creation and implementation of collections policies
- Shelf checking designated sections of the Library's modern and special collections
- Supporting the Library Assistant with their work with acquisitions and cataloguing
- Supporting the Library Assistant with book fetching and scanning (as needed)
- Contributing to or managing book moving projects
- Contributing to or managing deaccessioning projects

Duties will also include:

- Information desk duty, Library invigilation, and Reader access management tasks as part of the staff rota
- Other project work, depending on the needs of the Library and the expertise and interests of the post holder

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.



## **Person specification**

### **Essential:**

- Post-graduate level degree in Library and Information Studies or a closely related degree from a CILIP-accredited course (or be able to provide evidence that such a programme will be completed within 12 months)
- RDA and MARC21 cataloguing training and experience
- Previous training and experience with library management systems
- Demonstrable IT skills, including the MS Office suite, especially MS Excel
- Demonstrable attention to detail
- Demonstrable ability to multitask, prioritise, and manage time efficiently
- Experience with project management, with evidence of bringing a project to completion
- Ability to work effectively as part of a team
- Previous experience with and a commitment to excellent customer/patron service in a library workplace
- Proactive and confident working on own initiative
- Excellent communication skills and the ability to build relationships across teams and departments
- Situational awareness, even during busy periods
- Proactive and flexible approach to ensure the operational needs of All Souls College are met

### **Desirable:**

- Experience with administering budgets and/or finance work
- Previous training and experience with Alma (Ex Libris)
- Bodleian Libraries' full cataloguing permissions
- Experience with Alma Acquisitions
- Previous training and experience with special collections (early printed books, manuscripts, archive material, antiquarian maps, etc.)
- Experience with cataloguing antiquarian material
- Previous experience working in a library that supports higher education and/or research