



## **Linacre College**

### **Library Assistant (part-time): Job Description**

**Salary: Grade 4 of the University of Oxford Salary Scales: £26,444-£27,979 per year pro-rata for part time appointments**

**Nature of Contract: Permanent, Part time**

**Hours of work: 15-18 hours per week (minimum 3 days a week)**

**Location: Linacre College, St Cross Road, Oxford, OX1 3JA**

**Reporting to: Librarian**

#### **About Linacre College**

Linacre is a graduate college of the University of Oxford. Welcoming students from a breadth of academic disciplines and diverse backgrounds, Linacre is known for its interdisciplinary focus.

Situated next to the University Parks and close to the university's main libraries and laboratories, the college fosters a supportive international community of over 700 students and 50 Junior Research Fellows.

Linacre College is modern and progressive in character and this is echoed in the ethos of the library. Linacre College Library was refurbished in 2022 and the new and expanded space is well used by students. It is an uplifting and welcoming environment for their study. The library also holds the collection of philosopher Gilbert Ryle in a purpose-built room. More information on the college and library can be found [here](#).

#### **Overview of the role**

This is a varied role and you will be primarily responsible, as part of a small team, for contributing to the overall operations of the library and delivery of customer support. You will undertake a range of duties from the library office, both remotely and in person, and at all times provide a high level of assistance to readers promoting the use of the library, its collections, resources and services. You will be expected to complete tasks under general direction while working independently and to manage and prioritise your own workload.

You will also act as a point of reference for the Student Library Assistant and will work under the direction of the part-time college Librarian.

**Responsibilities/duties may include:**

1. Acting as first point of contact in the library for students, staff and other users. Responding to general enquiries in line with library, college, university policies and external regulations as appropriate.
2. Overseeing a full range of reader services transactions including issuing, returning and renewing materials and access and patron membership while following library best practices.
3. Supervising the main library reading rooms to maintain an attractive and safe study space, carrying out regular checks to the library, helping to ensure library rules are adhered to including health and safety regulations.
4. Using the library management system Alma including the Resources, Fulfillment and Analytics modules. Supporting readers in the use of SOLO and IT equipment.
5. Assisting with management of library materials, including selecting, purchasing, receiving, processing, cataloguing, classifying and labelling.
6. Collection management including donations, withdrawals, stocktake, collecting new book deliveries, shelving and book moves.
7. Dealing with requests relating to the Ryle Collection, including enquiries and appointments, conservation, facilitating visits and access to the collection while maintaining security.
8. Assisting with engagement activities including events, promotional material, exhibitions and displays; facilitating inductions to the library; promoting library news and activities.
9. Working successfully with the Student Library Assistant, co-ordinating tasks, and being a point for reference for any questions they may have.
10. Undertaking any other duties as directed by the Librarian and deputising in their absence.

**Person Specification**

**Essential**

- Hold a relevant professional qualification or equivalent level of knowledge gained via experience
- Library information knowledge or experience of professional practice
- Ability to communicate confidently and effectively to a wide variety of people
- Excellent time-management and problem-solving skills
- Efficient and accurate with an eye for detail

- Pro-active and able to work independently without close supervision
- Ability to work co-operatively with colleagues in a small team environment
- Able to work effectively in current Microsoft Office applications, library software and communication tools
- Ability to lift, carry and move books between working areas and to work at height on ladders

### **Desirable**

- Experience of using the library management system Alma
- Educated to degree level, equivalent
- Familiarity of SOLO the university's library catalogue
- Knowledge of e-journals, databases and electronic resources

### **Training**

You will be required to complete College induction training including health and safety, data security and equalities and diversity.

### **How to apply and conditions of employment**

The post will be offered on Grade 4 of the University pay scales.

The appointment will be subject to a probationary period of six months, during which time the appointment may be terminated by either party on one week's notice. Thereafter the required notice period will be three months on either side.

There is an annual leave entitlement of 38 working days, which includes the 8 statutory public holidays.

A meal when on duty and when the College kitchen is operational is provided free of charge.

All staff are members of the College Common Room and have access to College sport and recreation facilities. Applicants must be eligible to work in the UK. They will be required to provide suitable evidence to demonstrate this. A list of acceptable documents can be found on the [Home Office website](#).

Applications are to be made on the College website [www.linacre.ox.ac.uk/vacancies](http://www.linacre.ox.ac.uk/vacancies) where you be required to upload a CV and complete and Equality and Diversity Monitoring Form. If you require the application form in a different format for accessibility reasons, please do contact the HR Officer at [hr@linacre.ox.ac.uk](mailto:hr@linacre.ox.ac.uk).

**Closing date for completed applications is 11 July 2024 at 12:00pm (noon)**

**Interviews will be held (provisional) week commencing 22 July 2024**

For any questions about the role, please email the HR Officer ([hr@linacre.ox.ac.uk](mailto:hr@linacre.ox.ac.uk))