Appointment of Library Assistant (Trinity College Oxford):

Further Particulars

Trinity College

Trinity College is one of 38 self-governing and independent colleges at Oxford. The Colleges give both academic staff and students the benefits of belonging to a smaller, interdisciplinary College community as well as to the large, internationally-renowned institution of the University. The collegiate system brings together academics and students across subjects, and from different cultures and countries.

Trinity College, founded in 1555, occupies a fine position in the centre of the City. It currently admits approximately 85-90 undergraduates and 50 graduate students each year, with a balance between Arts and Science disciplines, and there are approximately 400 students in residence at any one time. There are currently twenty-six Tutorial Fellows, fourteen Professorial and other Fellows, twelve Research Fellows, and some thirty Lecturers. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.

Trinity’s Libraries

The College Library

The main College Library was built in 1928, to commemorate College members killed in the First World War. Today it is a busy and popular resource, both for borrowing books and as a study area; it plays a key role in the College’s academic life. The Library building ranges over two floors and a gallery, and has 92 student desks. It is open 24 hours a day, and has an RFID self-issue and return system. Circulation and cataloguing is through the Aleph library management software, with holdings displayed on SOLO. The Library stocks over 50,000 books to support both undergraduate and postgraduate study; it also has some IT stations and self-access photocopying and printing for students’ use.

The Old Library and the Danson Library

Trinity’s collection of rare and antique books, numbering over 8,000 volumes, is primarily housed in the Old, or Fellows’, Library, which dates back to 1417 (when Durham College, the Oxford house of the Benedictine monks of Durham Cathedral Priory, occupied the current site). This space is supplemented by the adjacent Danson Library, which was renovated in 2011. Books can be consulted, by prior arrangement, by the Trinity community and the wider scholarly community. In addition, the Old Library and the Danson Library are open on occasions for College events and for visits by special interest groups.

Further information about the College and libraries is available at http://www.trinity.ox.ac.uk.
**Library Assistant: Job Description**

**Annual salary**: £22,211 (related to grade 4 of University scale)

**Hours**: 37.5 over week. Core hours are normally Monday-Friday 9 a.m. – 5 p.m., but flexibility, including the ability to work some hours (by agreement) over weekends or evenings in term, could be an advantage.

**Reporting to**: College Librarian

**Starting date**: 1 February 2019

**Benefits**: Free lunch is provided for staff Monday-Friday (except during periods of kitchen closure); optional membership of staff pension scheme

**Overall purpose of post**:

This is a new, full-time post. The post holder will provide a wide range of services to Trinity College Library users and assist generally in the efficient running of the library. The duties will be mainly in the areas of reader services, looking after collections and keeping them in good order, responsibilities for health and safety, and some work in the College’s specialist collections (The Old Library and Danson Library). The person appointed will also provide cover for the Librarian when she is on leave.

**Person specification**:

This is a varied, busy role, requiring a high level of attention to accuracy and detail, very good written and spoken English, and very good inter-personal skills. We are looking for a self-motivated, positive, well organised person, who will enjoy working in a library used mainly by students. Applicants must have experience of working in a library environment. They should be educated to at least A-level (or equivalent). Some experience of studying or working in Oxford University libraries may be an advantage.

**Main Responsibilities**

**Reader services**:

a. Answering general library enquiries – in person, by email and by phone. Staffing the library enquiry desk.
b. Assisting with induction tours of the library for new students, visiting students, and summer schools.
c. Helping ensure library rules are adhered to, including the security system.

**Collections**:

a. Basic cataloguing on the Aleph library management system, e.g. holdings and item records, creating brief bibliographic records.
c. Checking in journals and co-ordinating claims.
d. Processing new books and journals including security tagging, barcoding, labelling.
e. Basic book repair.
f. Checking reading lists and assistance in ordering new books.
g. Assisting with books to be discarded – checking shelves, deleting items from catalogue, boxing up etc.
h. Assisting with annual stocktake.

Library maintenance:

a. Shelving returned books.
b. Day to day tidying of library space – including clearing desks as appropriate.
c. Shelf tidying.
d. Stock moving.
e. Chasing up overdue loans and managing hold requests.
f. Dealing with missing items.
g. Returning any books erroneously returned to Trinity to other libraries.
h. Checking photocopier / printer, refilling paper, clearing jams, changing toner.

Health and safety:

a. Assisting with quarterly health and safety audit.
b. Checking contents of the first aid box regularly.
c. Quarterly checks of the library kick stools and ladders.
d. Assisting with health and safety training for hourly-paid library staff.

Old / Danson Libraries:

a. Assisting with invigilation of visitors to the Old and Danson libraries and managing rota of other invigilators.
b. Assisting with enquiries about the Old and Danson libraries.
c. Assisting with captions for exhibitions in the Old and Danson libraries.
d. Assisting with stock-takes in Old and Danson Libraries.

Other:

a. Assisting with project work, including possible reclassification of stock.
b. Keeping statistics on library usage.
c. Assisting with the maintenance and development of the library webpages on the College website.
d. Deputising for the librarian at college and university meetings in her absence.
e. Undertaking other tasks requested by the librarian.

Selection Criteria

Essential

- Previous experience of working in a library environment.
- Excellent customer service skills and ability to communicate effectively with readers, colleagues and the public.
- Very good command of written and spoken English
- Good computer skills, including good familiarity with Microsoft Office.
• Ability to lift, move and carry books.
• Attention to detail, especially when completing routine tasks.
• Time management skills, including prioritisation and working under pressure.
• Ability to work flexibly and as part of a small team.
• Good general education to at least A-level standard or equivalent

Desirable

• Experience of working in an academic library.
• Experience of working with the Aleph library management system, including circulation and cataloguing modules.
• Previous cataloguing experience (RDA, AACR2, LCSH, MARC21).
• Knowledge of library e-resources and online catalogues.
• Education to degree level.
• Professional qualification in librarianship or information science (or equivalent professional experience).
• Willingness to work flexible hours.

How to Apply

Applicants should send an electronic copy of each of the following to the Graduate and Academic Administrator (academic.administrator@trinity.ox.ac.uk) by 12 noon (UK time) Wednesday 21 November 2018.

• a short covering letter explaining why you are applying for this post
• a curriculum vitae, including education and professional experience
• the names and contact details, including email addresses, of two referees (at least one of whom should be a recent line-manager or employer). References will not be taken up before shortlisting, and then only with applicants’ permission.

Interviews will be held on Thursday 29 November 2018, in Trinity College.

Trinity College is committed to Equal Opportunities, and values diversity.