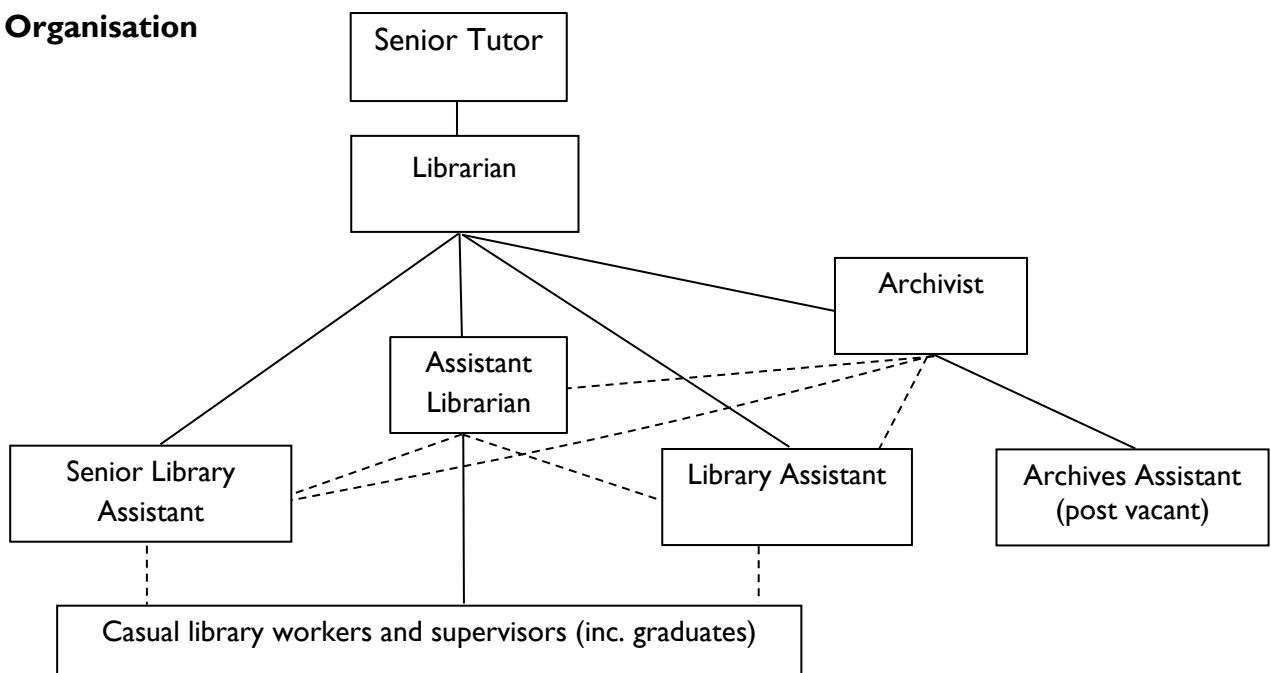


GIRTON COLLEGE

Job Description

Job Title	Assistant Librarian (Maternity cover) 8.45am – 4.45pm, Mondays – Fridays (Initially, at least, working some days from home and some days in the Library, due to ongoing Covid-19 guidelines)
Pay scale	Grade 5 (points 34-39 on the single salary spine)
Responsible to	The Librarian as first line manager, and ultimately to the Senior Tutor. In the absence of both the Librarian and the Senior Tutor, this post-holder is responsible to the Archivist
Responsible for	In the absence of the Librarian, the Assistant Librarian will deputise in matters concerning the Library, making such professional decisions as are required to ensure its efficient operation, and ensuring the smooth running of the library office. This also includes the supervision of the graduate student supervisors and the maintenance of their work rota. The Assistant Librarian manages the library database and other IT provision, and catalogues all acquisitions.
Purpose of Job	Working with a team of library staff to provide a comprehensive library service to members of the College, which includes undergraduate and graduate students in all disciplines, Fellows and Senior members and College staff.

Organisation



(Supervisory authority is shown by a continuous line, other relationships by a broken line)

Responsibilities

Day-to-day running of the Library office

- Ensuring the smooth running of the library office routines on a daily basis
- Arranging and coordinating the rota of graduate supervisors
- Managing the Library database: including regular re-indexing and changing the fixed/moving return dates at the beginning and end of each term; ensuring the entry and deletion of user records at appropriate times; maintaining the files and authority files by regular re-indexing and verification procedures; producing reports as required; maintaining the database calendar; trouble-shooting; handling updates; producing reports, as required
- Undertaking opening-up procedures by turning on computers, printers and the photocopier, unlocking the fire door, and emptying the drop box
- Passing minor book repairs to the Library Assistant and more serious book repairs to the Book Conservator, and logging their return
- Ensuring that notices regarding Library use such as end-of-term notices are posted up in due time
- Working with the Library Assistants to ensure that shelving is carried out. The casual graduate supervisors also share the shelving tasks in Full Term
- Working with the Library Assistants to ensure that shelf-tidying is carried out on a daily basis as books are shelved and on a weekly rotational basis.
- Working with the Library Assistants to ensure filing of shelf cards is carried out
- Maintaining the practice file

Cataloguing

- Cataloguing all new acquisitions and maintaining cataloguing standards. Girton College Library uses the MARC module of ISOxford's *Heritage* software and all cataloguing is done from scratch
- Sharing classification with the Librarian as necessary
- Working on the on-going retro-conversion project of existing catalogue records

User education and support

- Assisting the Librarian with introductory tours for new users
- Assisting the Librarian with providing a programme of user support sessions throughout the academic year
- Maintaining the Library's webpages, with a particular emphasis on the "eGuides"; other new pages or sections to be agreed with the Librarian
- Working with the Librarian to implement the requirements of students with special needs
- Assisting the Librarian with special collections enquiries and readers
- Taking initiatives in all areas of the Library's operation and keeping abreast of developments in the library field overall. In consultation with the Librarian, initiating and maintaining any projects will improve the level of professionalism and the user experience in the Library

Liaison within College

- Acting as Secretary to the Library Committee
- Attending Health & Safety Consultative Committee as the Library representative

Other responsibilities

- Working on any other special projects as directed by the Librarian

- Staff may be asked to cover the work of colleagues when they are away
- The post holder will be required to be familiar with, and work in accordance with, all College's policies and procedures
- The post holder will be required to take their annual leave entitlement outside of Full Term
- The post holder will be expected to participate in training designed to minimize occupational risks as advised by the Health and Safety Officer
- The post holder will also be expected to participate in any other training deemed necessary
- Any other duties as may reasonably be required of an Assistant Librarian

This job description may be subject to change, following consultation between the post holder and the Librarian.

GIRTON COLLEGE

Personal Specification

Assistant Librarian

Training/Qualifications	
Education to degree level	Essential
Qualification such as a post-graduate diploma in Library & Information Science.	Essential
Experience	
Minimum two years post-qualification experience of working in an academic or research library	Essential
Experience of MARC cataloguing from scratch using RDA	Essential
Knowledge/Skills	
Excellent IT skills	Essential
Hands-on experience of the administration of library management software	Desirable
Other aptitudes	
Good interpersonal and customer care skills, including a polite and helpful disposition, patience and sensitivity	Essential
An understanding of Data Protection legislation and an ability to maintain confidentiality	Essential
Ability to pay close attention to detail and to produce work that is both consistent and accurate	Essential
Ability to work both as part of a team and alone, with minimal supervision	Essential
Ability to manage and motivate the team of graduate supervisors	Desirable
Ability to take responsibility when a more senior member of staff is not present but within that to exercise discretion as to when to refer matters to a more senior member of staff	Essential
Ability to prioritise tasks and help others to do so	Essential
Enthusiasm for the principles and practices of education	Essential
Ability to interact successfully with the broad college community and its various demands	Essential
Ability to shelve quantities of books on shelving of various heights, including tall shelves which require ladder access, and to transport books, loose or boxed, by means of trolleys	Essential
A commitment to keeping abreast of developments affecting libraries in educational and similar fields	Essential

Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

November 2020