

## Department and Post Details

<b>Department name:</b>	<b>Library Services</b>
<b>Post Details:</b>	<p><b>Assistant Librarian (Operations and Library Systems)</b></p> <p>This is an exciting opportunity to play a major project role as the Assistant Librarian (Operations and Library Systems). The successful candidate will undertake a complete review of the Library Information Management System (LIMS) and associated systems (self-issue; RFID) to help provide a high quality, customer focused service for all.</p> <p>A close working relationship with the Library Service Manager and Assistant Librarian (User Education and e-Learning) is anticipated, and active liaison with curriculum and other support service staff will be considered essential to the success of the role.</p>
<b>Staffing structure:</b>	<p>The department has three full time members of staff comprising:</p> <p>Library Services Manager 2 x Assistant Librarians</p> <p>And two full time, term time only staff: 2 x Learning Resource Assistants</p>
<b>Services provided:</b>	<p>Library Services are part of the Learning Centre, a fantastic resource set out over three floors. The Centre offers a one-stop-shop to students to meet all their support and resource requirements during their time at College and consists of:</p> <p style="padding-left: 40px;">Ground Floor: Careers/Student Information First Floor: Library/Learning Support Second Floor: Library/IT drop in</p> <p>Library Services sit at the heart of the Learning Centre and provide a responsive and flexible customer focused service which contributes positively to the ethos and mission of the College. The Service provides:</p> <ul style="list-style-type: none"> <li>• an excellent range of printed and online resources, including annual textbook loans</li> <li>• the printing and replacement of all college ID badges</li> <li>• a wide range of bookable study environments, including silent, group and quiet study areas to suit all needs</li> <li>• audio-visual, music and assistive technology loans</li> <li>• printing, scanning and photocopying facilities</li> <li>• a broad range of stationary for sale</li> </ul> <p>The Service has excellent curriculum links to provide direct subject support through user education, reading programmes, as well as resource selection and provision. Library Services are also well embedded in cross-College and pastoral programmes through student induction, eSafety and the Student Hub.</p>