

Job Description

Department	Library Service
Post	Assistant Librarian (Operations and Library Systems)
Hours	37 hours per week Full Year
Hours distribution	Flexibility in the distribution of hours required at particular points in the year to support service demands. One evening duty per week may be required – currently until 7.30pm.
Responsible to	Library Service Manager
Responsible for	Learning Centre Assistants

Key Purpose:

As a member of an integrated team, to participate actively in the day-to-day delivery and development of an excellent, responsive, customer-focused service.	
1	To lead on the operation of front line library services and foster good working relationships between team colleagues.
2	To lead on the development and maintenance of library systems including the Library Management System (LMS), Self Issue and RFID.
3	To participate in and support the development and delivery of a User Education programme to staff and students.
4	To support the Library Service Manager in the daily running of the service and actively contribute to its overall development.

Duties and Areas of Responsibility:

Operations and Library Systems	
1	To take the lead in ensuring the effective and efficient operation of front line library services.
2	To take the leading in developing and maintaining a Library Management System and associated functions that provides excellent support to student and staff resource access and management.
3	To take a lead in ensuring that the Learning Centre environment is operating effectively and efficiently.
4	To have responsibility for the weekly production of front line staff rotas to meet the needs of the service and its users.
5	To manage the day-to-day work of the Learning Centre Assistants in the delivery of their work roles, and in relation to the operational delivery of the Service.
6	To supervise, and participate as required, in stock maintenance activities, such as the gathering of un-shelved resources, stock tidying, shelving, repair and stock checking.
7	To supervise, and participate as required, in daily overdues routines and associated procedures for the regular chasing of outstanding stock, including all appropriate means of communication, e.g. telephone, text, email.
8	To supervise, and participate as required, in the bibliographical checking, ordering and invoicing of new resources, and to aid in the processing of new stock.
9	To supervise all procedures for ordering, receipt and monitoring of resources for Library Services, and as required, the ordering of cross-college, online purchases.
10	To manage the operation of the Learning Centre stationery shop service.

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11	To support the Library Service Manager in the monitoring and checking of financial records, and adding to designated spreadsheets as appropriate.
User Education and Curriculum Liaison	
1	Support the development and delivery of user education sessions that enable students and staff to fully utilise the Service's resource collection.
2	Playing a key role in engaging with curriculum staff to promote the Library Service and develop resource provision; taking responsibility for designated curriculum areas.
3	Participating in the development and delivery of Library Induction sessions for staff and students.
Marketing	
1	Working with the Assistant Librarian (User Education and eLearning) and the wider library team in developing a strong customer focused identity for the Service.
2	To participate in the promotion of LC stock and services (e.g. support events and activities, help produce library literature, and create displays within the Centre).
Professional Library Duties	
1	Carrying out information and enquiry work to meet the needs of library users.
2	Undertaking the cataloguing and classification of resources.
3	Undertaking personal development to improve own practice.
4	Assisting in the development and implementation of Library strategies.
5	Providing statistical and qualitative information on the Service and its activities for quality assurance purposes, including the overseeing of surveys and other customer feedback.
6	Oversee the control of specialist collections as appropriate (e.g. archives, laptops and Chromebooks, the Careers Service collection).
Daily Work Environment	
1	Carrying out all relevant front of house and counter duties as required to meet the needs of the Library team, including periods of lone working.
2	Helping to maintain the good order of the Learning Centre and actively promote good student behaviour.
3	Participating as required in college events such as college meetings, Open Evenings or training.
Any other responsibilities appropriate to the position.	

The duties are indicative of the main requirements of the post. The post holder may be asked to carry out other duties from time to time by the Library Service Manager or designated deputy. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: