



Library Assistant [Collections]

GRADE 3

Job Purpose

Under the supervision of the Collection Services Manager, provide support for the Library's collection management and development activities. Working with print collections in the main Library and Library Research Annexe, the team assists in the maintenance, processing, and access to the Library's collections.

Main Duties and Responsibilities

1. Participate in the ongoing collection maintenance programme, in liaison with the Collection Services Manager and Collections Services Team supervisors, ensuring that identified materials for relegation/discard are dealt with appropriately and catalogue entries updated.
2. Provide support for College Librarians in the acquisition and checking of donated materials, liaising with the Collections Services Team supervisors.
3. Assist with the physical processing of new library materials, attaching labels and other marks of ownership, ensuring that quality standards are maintained and targets met.
4. Assist with major collection moves within the library or between the library, its branches and/or its Research Annexe, under the direction of the Collection Services Team supervisors.
5. Assist with the daily dispatch of materials requested by users from the Library Research Annexe. Liaise with users, Library Services and Archives and Special Collections over access to requested materials.
6. Assist with cataloguing amendments for materials relocated or discarded, and other cataloguing related duties as required.
7. Assist with digitisation projects managed by Collection Services.
8. Work on a rota basis between the main library and the Library Research Annexe.
9. Undertake any other relevant library duties as directed by Senior colleagues.

Qualifications

Ability to demonstrate the competencies required to undertake the duties associated with this level of post gained through work experience in a similar role or Scottish Credit and Qualification Framework level 4 in English and Mathematics [National 4] or equivalent, and experience of working in a similar role.

Knowledge, Skills and Experience

- Good communication and interpersonal skills [written and oral]
- High standards of accuracy and attention to detail
- Strong IT skills, including Microsoft Packages, databases, internet and email
- Ability to respond to organise own time within specific parameters, plan work for the day and adapt to changing priorities
- Ability to balance competing demands and adopt a flexible attitude to work
- Ability to gain knowledge of work routines and utilise simple office equipment
- Previous relevant work experience in a similar role
- Experience of working as part of a team
- Experience of responding to requests and/or enquiries from multiple stakeholders, for example, other library departments, senior library staff, academics and service users.

Desirable

- Manual handling skills