# Library Assistant Job Description

**Job Title:** Library Assistant  
**Tenure:** Permanent  
**Department:** Library & Archives  
**Reports to:** Librarian

## Purpose of the Job and Main Responsibilities

To assist the Librarian, Deputy Librarian and Archivist in the efficient operation of the College Library and Archive’s working spaces and collections. The Library Assistant will work alongside other members of the department to provide a comprehensive library service to members of the College, which includes undergraduate and postgraduate students in all disciplines, Fellows and College staff.

The Library Assistant will be working as part of a small, experienced team. The role requires someone with all-round experience, who is prepared to learn and understand the processes of a Cambridge College to aid their continued professional development.

The Library Assistant will have broad duties, which are expected to include:

### 1. Circulation routines
- Emptying the returns box at the start and end of each morning during Term
- Returning books through the Library Management System (Alma)
- Re-shelving books in the Sherlock and Shakeshaft Libraries

### 2. Management of the collection and collection development
- Preparing new accessions, to include book covering, inserting barcodes and RFID tags, labelling, etc.
- Maintaining the shelves in good order
- Tidying library desks each morning
- Undertaking minor book repairs
- De-accessioning superseded textbooks and other books no longer required
- Checking reading lists

### 3. Assisting library users
- Helping students and Fellows in accessing online resources such as ebooks, journal articles, and databases
- Locating and retrieving books from the library and archive stores
- Assisting final-year undergraduates and postgraduate students in using the binding machine

### 4. Maintaining library equipment and literature
- Restocking the photocopier with paper and toner
- Maintaining stocks of combs and covers for the binding machine
- Distributing desk-in-use and book-in-use slips throughout the libraries
5. Further duties
- The post holder will be required to be familiar with, and work in accordance with College policies and procedures
- The post holder will be expected to participate in training designed to minimize occupational risks
- Any other duties as requested by the Librarian and as appropriate to the role

Person specification

Qualifications
Educated to A-level or equivalent
Holder of, or working towards, a qualification in librarianship or archive administration

Knowledge and Experience
Previous experience of library work
Previous experience of archive work
Experience of working in a Collegiate University

Skills and Abilities
Ability to work in a team, and alone, setting priorities for tasks using own initiative
Good IT skills
Good organisational and administrative skills
Good interpersonal skills, including a helpful and polite disposition
Ability to maintain confidentiality of information
Ability to pay close attention to detail and to produce work that is both consistent and accurate
Enthusiasm for the principles and practices of education