



JOB DESCRIPTION

POST TITLE: Subject Library Assistant

REPORTING TO: Library Manager (Collections Librarian/Digital Librarian)

MAIN PURPOSE OF THE POST:

To provide high-quality information services and academic library support for the subject disciplines within Leeds Arts University.

Working collaboratively and across locations, you will be a first point of contact for the Library's users. You will contribute to collection development and management, academic liaison, delivery and promotion of library services and resources, and project work including the introduction of new services which are matched to the strategic requirements of the University.

MAIN TASKS:

1. Assist in the effective and efficient delivery of library and information services to identified standards, working both individually and as part of a team.
2. Provide excellent customer care and a welcoming environment for all library users, including assistance with search queries, citation management, locating resources and troubleshooting basic technical issues.
3. Provide and share designated subject-specific library support in liaison with Library managers, course leaders and teams.
4. Carry out a range of day-to-day library functions supporting stock management and circulation and support physical and digital collections management by carrying out library work related to areas including acquisitions, processing, cataloguing, circulation, shelving, preservation and collection editing.
5. Input, retrieve and organise data from the library management system and related platforms pertaining to both library collections and end users.
6. Take part in the running of the University art materials shop situated within the Library, including deliveries and liaising with external suppliers, and ensure all transactions are dealt with effectively by following financial procedures.
7. Deliver library inductions and workshops on library and information literacy skills.

8. Carry out promotional activities relating to Library services, collections, events and collaborations.
9. To supervise and train library ambassadors as required.

OTHER

1. To comply with all relevant policies and procedures.
2. In the context of institutional and personal development, to carry out any other duties that are commensurate with the role and as instructed by your line manager.
3. To adhere to health and safety policies and procedures and to perform designated duties with regard to health and safety and security.
4. To adhere to and actively support our Equality, Diversity and Inclusion policies and their implementation.
5. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.

PERSON SPECIFICATION:

Candidates should have and be able to demonstrate the following criteria at the application and interview stages:

Criteria	Essential or Desirable	Method of Assessment
Qualifications		
Educated to degree level or equivalent.	Essential	Application Form/Certificate
A Masters in a related subject.	Desirable	Application Form/Certificate
Skills/Knowledge		
Proven excellent customer care skills.	Essential	Application & Interview
Proven verbal and written communication skills.	Essential	Application & Interview
Good knowledge of Cataloguing with MARC21, Dewey classification.	Desirable	Application & Interview
Experience		
Relevant experience of library work.	Essential	Application & Interview
Experienced in Microsoft Office.	Essential	Application & Interview
Experience working in a busy environment.	Essential	Application & Interview
Experience of cash handling procedures.	Desirable	Application & Interview
Experience in liaising with library vendors or external suppliers.	Desirable	Application & Interview

Experience of working in an educational context.	Desirable	Application Form
Personal Qualities		
Willingness and ability to work effectively and flexibly as part of a team and using your own initiative.	Essential	Application & Interview
Proven ability to work efficiently and calmly under pressure.	Essential	Application & Interview
Ability and willingness to carry out physically demanding tasks, e.g. moving collections.	Essential	Application & Interview
Willingness to work flexible hours, including evenings and weekends.	Essential	Application & Interview
Willing to abide by the University's policies and related procedures in the duties of the post, including the University's Equality, Diversity and Inclusion Policy.	Essential	Interview

This job description serves as a guide to the general duties of the role and may be reviewed on an ongoing basis.