



## Job Description - Library Assistant

<b>Job Title</b>	<b>Library Assistant</b>
<b>Reports to</b>	<b>Librarian</b>

### **Purpose of Job**

The purpose of this job is to assist in the daily management of processes that contribute to and are necessary for excellent library organisation and to help train the volunteers to ensure consistency in the application of these processes.

The member of staff is one of a small team providing information and services to Library members and visitors. They must have an excellent knowledge of the Library, its contents and its projects. They will also be responsible for assisting with the recruitment, training, supervision and management of volunteers, who are an invaluable asset to the Library.

The post-holder will also be expected to use their creativity in contributing to marketing and promotions plans to increase membership, widen the age-profile and advertise events through a variety of means. This will involve contributing to changing website content and use of social media as well as designing literature to advertise resources and events.

There are two Library Assistant posts and this job specification covers core elements of both posts. In addition, each post-holder will take responsibility in a lead role for specific items reflecting their interests and/or their development needs.

### **Key Responsibilities**

#### **Reception and book issuing**

- Take responsibility for managing reception, greeting existing members and signing up new ones.
- Respond to enquiries and direct enquirers appropriately
- Issue books in accordance with library procedures
- Assist in training volunteers to cover the work of the desk, and to become

- familiar with the Library in order to assist members and visitors.
- Ensure that emails to the Library are checked several times during the day and dealt with appropriately, answering queries from members and others.
  - Flag issues of concern with the Librarian and ensure that the Library's calendar is updated with events, appointments and planned visitors.

### **Book processing**

- Check whether or not new books or donated books have already been entered into the catalogue
- When supervising volunteers who are cataloguing, check the accuracy of their work, with Library colleagues where necessary.
- Prepare each book for entry into stock, typing details and processing as per procedure, filing cards when completed.
- Allocate and supervise book processing activities (e.g. supplying spine labels and date pockets; recording entry into stock) among trained volunteers, and enter books into shelves in correct place.
- Catalogue new books using the Dewey Decimal system into the collections.
- Work with the Librarian to plan and implement the installation of a new Library Management System.

### **Archives and new acquisitions**

- Assist with backlog of new acquisitions where necessary.
- Sort through boxes of donated material and books, removing items that could potentially be damaged, and refer to Librarian for potential conservation.
- Support the volunteers involved in preservation and conservation, ensuring that they have the correct materials and notifying the Librarian of purchases required.
- Ensure that rare and historic collections are moved to the best environment for their preservation and stored appropriately.
- Select archives for digitising (in collaboration with the Librarian).
- Work with Librarian and volunteers to add existing catalogue records to the National Archives' Discovery catalogue.
- Working with the Librarian, ensure that all new archives are catalogued appropriately, and type up new entries to add to archive catalogue and archive index.
- Support volunteers undertaking digitising projects as and when required.

### **Library organisation**

- Assist with the reorganisation of spaces as stock grows and changes, or as repairs to the building release space for incorporating new collections.
- Maintain an excellent knowledge of the layout of the Library and its collections of books, journals, archives and photographs.

- Keep volunteers updated about location changes
- Assist volunteers in finding locations for books so that the shelves are maintained accurately.
- Instruct volunteers in putting away books.
- Handle books respectfully to safeguard their condition and prolong their life.
- Contribute ideas for the layout of the Library, seeking to cater for all age groups, making special space for children and young people.
- Set out chair, furniture and refreshments for events, lectures and promotional talks as required.
- Exercise good housekeeping, e.g. by maintaining stocks of beverages and supplies of pens and paper at the desk; making sure that the photocopier runs normally.
- Help to organize the volunteers' annual thank you event and contribute to ideas for recognising the work of volunteers and thanking them for it.
- Help to recruit volunteers and design induction programmes for them.
- Assist the Committee to identify and promote the sale of books no longer needed by the library.
- Undertake research as required and help members to find any information they need.

### **Membership development and promotions**

- Help to maintain the mailing list of members (both those with e-mail and those without), entering contact-details onto spreadsheets.
- Maintain the members' email spreadsheet and mailing list on "Mailchimp", ensuring both are up to date and accurate .
- Email members listed as having email with news and notice of events and send out other newsletters by post .
- Provide content to the website to update the flow of newsworthy information and promote new membership.
- Help to maintain the website calendar of events.
- Use social media platforms to provide items of news or interest, particularly targeting younger age groups, and so attract new membership.
- Design and produce material (posters, leaflets etc.) to promote events, classes, discussion groups and other items of interest.
- Assist in developing new ideas for events and programmes to encourage interest in the Library.
- Attend or organise events where designated as lead representative or advocate of the Library and its resources, acting at all times as the Library's ambassador.

### **General Administration**

- Help to process membership payments, cheques etc., completing all necessary processes, and in particular safeguarding cheques whilst awaiting signature from two Trustees.
- Ensure that stationery and paper supplies are topped up, and ordered through

- accredited suppliers.
- Evaluate suppliers periodically to ensure best prices and quality.
- Assist in implementation of new EPOS financial system in order to accept card payments.

### **Environment**

- Ensure that the library is kept clean and tidy, hazard-free and in a good state of repair.
- Continuously evaluate the Library's physical environment to identify necessary repairs and building works and report to the Librarian over what is required, assisting as necessary with the actions required to get planned and emergency works carried out.
- Ensure compliance with the Library's Health & Safety policies and procedures, identifying possible hazards and dealing with them appropriately.

### **General**

- Ensure that all data-related laws, regulations and best practice are fully and properly complied with.
- Collaborate with staff, volunteers and trustees, in the exercise of diplomatic skills to promote a constructive and productive working environment.
- Make sure that the kitchen used by staff and members is checked to ensure the stock of beverages, biscuits etc. is topped up as and when required
- Act as an ambassador for the library at all times.
- Act as a role model for volunteers and others.
- Encourage dialogue and sharing of interests among Library members and others involved in providing the Library's services.

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