



## Job Description - Library Assistant

<b>Job Title</b>	<b>Library Assistant</b>
<b>Reports to</b>	<b>Librarian</b>
<b>Hours</b>	<b>Three days (18 hours) per week. Whilst working days will be generally fixed, flexibility on occasion is desirable.</b>
<b>Salary</b>	<b>c.£11,000</b>

### **Purpose of Job**

The purpose of this job is to assist in the daily management of Morrab Library, and to provide information and services to members and visitors. They must develop an excellent knowledge of the Library, its contents and its projects.

The post-holder will be expected to use their creativity in relation to marketing and communications, contributing to website management, design and content, social media, and designing literature to advertise resources and events.

The Library Assistant will also manage administration around Library memberships. Use of a variety of IT systems is required. They will also be responsible for assisting with the recruitment, training, supervision of volunteers, who are an invaluable asset to the Library.

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 projects and tasks.

## Key Responsibilities

### Front desk duties

- Take responsibility for managing reception, greeting members and signing up new ones.
- Respond to enquiries appropriately.
- Training and manage volunteers to cover the work of the desk and become familiar with the Library.
- Ensure that emails to the Library are checked several times during the day and dealt with appropriately.
- Oversee EPOS payment system at reception.
- Maintain an excellent knowledge of the layout of the Library and its collections.
- Undertake research as required and help members to find any information they need.

### Website and promotion

- Undertake website design and management
- Provide content to the website e.g. blogs, exhibitions, calendar of events, updating pages.
- Create social media content to promote the library and engage audiences.

### Membership management

- Assist in accurately maintaining the mailing list of members - both those with e-mail and without.
- Process membership payments, cheques etc., completing all necessary procedures.
- Maintain the register of library benefactors.
- Contact members with news and notice of events.

### Talks and events

- Design and produce material (posters, leaflets etc.) to promote talks, events, classes, and other items of interest.
- Assist in developing new ideas for events and programmes.
- Help to organise the library events - set out chairs, furniture and refreshments for events, lectures and promotional talks as required.
- Attend or organise events where designated as lead representative or advocate of the Library.

## **Acquisitions**

- Allocate and supervise book processing activities to trained volunteers.
- Catalogue fiction books into the library management system, KOHA, and train and supervise volunteers undertaking this work.
- When supervising volunteers who are cataloguing, check the accuracy of their work. Catalogue new non-fiction books using the Dewey Decimal system into the collections.
- Sort through donated material for potential addition to the collections or for sale.
- Support the volunteers involved in preservation and conservation, ensuring that they have the correct kit and notifying the Librarian of purchases required.
- Assist with the reorganisation of spaces as stock grows and changes, or as work on the building releases space for incorporating new collections.

## **Library Archives**

- Work with Librarian and volunteers to add existing Archive records to the National Archives' Discovery catalogue.
- Work with the Librarian to ensure that all new archive material is catalogued appropriately.
- Support volunteers undertaking digitising projects as and when required.

## **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.
- 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 practices are fully and properly complied with.
- Act as an ambassador for the library at all times, and 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.
- Any other duties relevant to the role as required.

The Morrab Library is committed to providing equality of opportunity.

July 2021