



Bodleian Libraries



Job description and selection criteria

Job title	Part-time Term-time Only Library Assistant (Evenings)
Division	Academic Services and University Collections (ASUC)
Department	Bodleian Libraries
Location	Humanities Libraries, Central Bodleian Site, Oxford, OX1
Grade and salary	Grade 2: £15,765 - £18,031 p.a. (pro-rata)
Hours	Part-time, term-time only: 13 hours per week, 30 weeks per annum Monday, Tuesday, Thursday & Friday 5.00pm – 7.00pm and Wednesday 2.00pm – 7.00pm
Contract type	Permanent
Reporting to	Radcliffe Camera Reader Services Teamleader
Vacancy reference	116142
Closing date	12.00 midday Friday 5 December 2014

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 22,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2012/13 was £1,086.9m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £436.8m p.a., and more than 80 spin-off companies have been created.

For more information please visit www.ox.ac.uk/staff/about_the_university.html

Academic Services and University Collections

The Academic Services and University Collections (ASUC) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: <http://www.admin.ox.ac.uk/asuc/>

The Bodleian Libraries

The University of Oxford's many libraries contain the largest and most diverse collections for the support of teaching and research in any institution of higher education in the United Kingdom. Its library holdings as a whole are world-class. Because its principal library, the Bodleian, has been in effect a library of legal deposit for almost 400 years, members of the University and scholars from far and wide have a reasonable expectation of satisfying a very high proportion of their library needs somewhere within Oxford's libraries.

The libraries, which together form Bodleian Libraries, contain more than 10 million volumes; and, if periodical parts are included, Bodleian Libraries adds to stock an average of well over 1000 items per day throughout the year. A large proportion of the library stock will be preserved in perpetuity and a significant percentage of the legal deposit intake forms a part of the national printed archive.

In addition to its vast print and archival collections, Bodleian Libraries offers access to over 60,000 e-journals and over 900 licensed electronic databases and reference works. The library service is currently also significantly extending its e-book collection to support both learning and research.

For more information please visit: <http://www.bodleian.ox.ac.uk/>

Radcliffe Camera and History Faculty Library Department

Designed by James Gibbs and built in the mid-eighteenth century, the iconic Radcliffe Camera provides a range of library services to Bodleian readers, in particular to staff and students of the History Faculty.

The Upper Camera Reading Room holds the Bodleian teaching collection for History and English as well as its open shelf collection of Film Studies materials. It also holds the Undergraduate Set Text reference collection of the History Faculty Library (HFL) which is embedded in the building. The HFL lending collections are shelved in the Lower Camera Reading Room and Upper Gladstone Link.

The staff team in the Radcliffe Camera provide a full book delivery, lending and enquiry service to readers as well as subject-specialist services to staff and students of the History Faculty.

For more information please visit: <http://www.bodleian.ox.ac.uk/history> and <http://www.bodleian.ox.ac.uk/bodley/using-this-library/rooms>.

Job description

Main job purpose:

The main area of responsibility is providing front-line services to readers from primarily the Lower Camera circulation desk.

Reporting to the Radcliffe Camera Reader Services Teamleader, the post-holder supports the provision of Bodleian Radcliffe Camera library services in evening opening hours during term times (weeks 0-9), and assists in the running of the Lower Camera circulation desk. The post-holder will normally work to a set of clearly-defined tasks, but may be required to work alone or without close supervision.

A. Reader Services responsibilities:

- Provide a reception point in the Lower Camera, as required
- Issue & return books, deal with fines, reservations and other blocks, register new borrowers and provide basic induction for new readers
- Invigilate reading rooms and assist readers (from undergraduates to visiting scholars) with a wide range of enquiries, using the local discovery tools and catalogues and other electronic resources, and promote the effective use of library resources
- Assist readers in the use of library equipment (including photocopying / scanning / printing (PCAS) equipment, self-issue kiosk); maintain library equipment (e.g. fill paper trays, replace toner cartridges, un-jam copiers, report breakdowns and post

appropriate notices)

- Refer complex enquiries to the appropriate person, e.g. HFL Senior Library Assistant (Circulation), subject librarian, etc.
- Assist with book re-shelving in the Radcliffe Camera and Gladstone Link as required
- Ensure safe evacuation of the reading room at closing time and in the event of an emergency
- Assist with closing down of reading rooms (switch off PCs & PCAS machines, reshelve, etc.)

B. Stock processing / collections work (as required):

- Check book lists and reading lists against the libraries' holdings
- Carry out basic work on the Aleph system associated with local Holdings records (e.g. relegating / de-accessioning stock, sending stock to bindery)
- Carry out minor repairs to books and re-label / re-barcode as necessary, and note any requirement for more major repairs
- Assist with the processing of new book stock as required (labelling, jacketing/ lamination, inserting security triggers); updating of New Books Displays (physical & virtual)
- Check shelves for missing items as required
- Participate in inventory control projects

C. Other duties

- Working on some Bank Holidays
- Management of health and safety in the reading rooms; conduct risk assessments as necessary
- Participate in a regular Annual Review
- Undertake any necessary training identified
- Comply with health and safety regulations
- Comply with the policies and procedures set out in the Handbook for University Support Staff
- Any other duties that may be required from time to time commensurate with the grade of the job

The Bodleian Libraries reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Selection criteria

Essential criteria

- Good general education, with a good level of literacy, numeracy and IT capability, including use of email, internet and general applications such as Microsoft Office
- Strong customer service philosophy and an informed sympathy with the aims of library support for teaching, learning and research in a major academic institution
- Ability to communicate effectively and courteously with a wide range of library staff and users, both orally and in writing
- A flexible and constructive approach to work and to working in a team; ability to work without close supervision when required
- Ability to undertake routine tasks with care and accuracy and complete them in a timely manner

Desirable criteria

- Experience of working in a higher education library
- Familiarity with a range of key online resources e.g. e-journals and databases
- An informed interest in any of the subjects covered in the Radcliffe Camera (currently History & English)
- Familiarity and experience with Aleph, SOLO, OXLIP+ and Oxford University eJournals

Training is provided in safe manual handling. The post-holder will be required to access and handle books and other library materials, of various sizes and weights, in a safe and efficient manner.

In particular, the post-holder may be required to:

- Access library bookshelves (including via the use of ladders)
- Move individual items (books, periodicals)
- Push trolleys
- Load items into boxes

Reasonable adjustments will be made to accommodate an applicant who has a disability. The University is an Equal Opportunities Employer and wishes to support disabled applicants. Advice can be obtained from the University Disability Officer and from the Bodleian Libraries HR Manager.

Please note that the appointment of the successful candidate will be subject to standard compulsory pre-employment screening, such as right to work checks.

Please [click here](#) to read the candidate notes on the University's pre-employment screening procedures.

Working at the University of Oxford

For further information about working at Oxford, please see: [www.ox.ac.uk/about the university/jobs/supportandtechnical/](http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/)

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to **upload a supporting statement** which explains how you meet the selection criteria for the post.

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; your attendance during the last 12 months; and of any disciplinary processes which are still considered 'live'. We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).

If you currently work, or have previously worked, for the University of Oxford, we will also take up a reference from the head or administrator of the previous employing department. This will be in addition to taking references from the referees you have provided.

Supporting Statement

The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Your supporting statement should list each of the essential and desirable selection criteria in the further particulars and explain how you meet each one.

The inclusion of the statement is a mandatory step in the online application process. Please note that CVs will not be considered as part of the selection process and will not therefore be accepted as a substitute for a supporting statement.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Priority applications

From time to time the University has applications from current employees who are at risk of redundancy. Should an application form be received from one of these people, they will be given preferential treatment and will be short listed/interviewed prior to other applications being considered.

Information for Priority Candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments and this letter **must** be attached to any application they submit.*

If you are a priority candidate, please submit your application form, clearly marked that you are a priority candidate, and preferably before the stated closing date, so that your application can be accommodated as soon as possible.

The priority application date for this post is 12.00 midday Friday 28 November 2014

Once your application has been submitted please email personnel@bodleian.ox.ac.uk, disclosing your name and the vacancy reference.

Full details of the priority application process are available at:
www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

Further help and support is available from
http://www.ox.ac.uk/about_the_university/jobs/support/

To return to the online application at any stage, please click on the following link
www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.

Relocation

At the moment, the Bodleian Libraries is not offering relocation expenses to this post.