



Bodleian Libraries
UNIVERSITY OF OXFORD



Job description and selection criteria

Job title	Part-Time Library Assistant
Division	Academic Services and University Collections (ASUC)
Department	Bodleian Libraries
Location	English Faculty Library, St Cross Building, Manor Road, Oxford
Grade and salary	Grade 2: £16,017 - £18,212 per annum (pro rata)
Hours	Part time: 10 hours per week (0.27 FTE) The post holder will usually work 3pm-5pm, Monday to Friday, throughout the year.
Contract type	Permanent
Reporting to	English Subject Librarian
Additional Information	You are required to submit a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see page 5 for further details).
Vacancy reference	121963
Closing date	12.00 midday (GMT) Friday 12 February 2016

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 nearly 12,000 staff and has a student population of over 22,000.

Our annual income in 2014/15 was £1,429.3m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts in 2014/15 exceeded £522.9m p.a., and more than 80 spin-off companies have been created to date.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university

For more information please visit www.ox.ac.uk/about

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/>

English Faculty Library

The EFL was established in 1914 “to serve all those reading and teaching English at Oxford”. It aims to acquire the materials necessary to support the teaching and to some extent research needs of the Faculty. Currently it holds over 105,000 volumes including rare books, 18th and 19th century journals and special collections, subscribes to around 50 current periodicals, and has built up substantial audio-visual collections in support of film, Shakespeare and poetry.

The Library can be a demanding environment at times. Oxford's English Faculty is the largest in the UK with 79 academic staff, and an annual intake of over 250 new undergraduates, roughly the same number of overseas visiting students, and more than 100 new postgraduate students. In 2014/15, the Library had almost 2200 active borrowers and issued over 103,000 items.

Since 2000, the EFL has contributed to services for English as part of Oxford University Library Services (2000-2010) and the Bodleian Libraries (March 2010 onwards).

Please note that, as part of ongoing organisational change within the Bodleian Libraries, reporting lines and committee/team structures may change. Due consultation will take place and notice will be given of significant changes.

For further information, please visit: <http://www.bodleian.ox.ac.uk/english/>

Job description

Overview of the role

The Part-Time Library Assistant will usually work 10 hours a week in the EFL, normally in the afternoons from 3-5 p.m., Monday to Friday, throughout the year. The post would ideally suit someone with previous experience of academic libraries and automated library systems wishing to work part-time hours. The post-holder provides essential support to the rest of the small team in this busy lending library and must therefore be both reliable and efficient.

Responsibilities/duties

- Staff the Issue/Enquiry Desk, using the Aleph circulation module to issue library materials, register new borrowers, deal with fines, blocks, reservations and stack requests, etc.
- Assist readers with a wide range of enquiries, using the online catalogue, reference works and electronic resources, referring as necessary
- Assist with book moves, and the re-shelving of books, alerting library staff to damaged books, overcrowded areas, etc.

- Undertake other duties appropriate to the grade (e.g. checking reading lists), as specified by the Deputy Librarian

Other duties:

- Working on some Bank Holidays
- 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

In order to perform the duties outlined above, the Part-Time Library Assistant will require a broad range of skills and abilities:

Essential

- A minimum of A-Level education or equivalent qualification, or skills and experience
- Good IT skills
- Previous experience of automated library systems
- The ability to work independently to a high degree of accuracy
- The ability to communicate in a friendly and helpful manner with library staff and users
- A strong focus on customer care and quality of service
- The ability to work effectively as part of a team

Desirable

- Previous experience of working in academic libraries
- Knowledge of the subject and related electronic resources

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

As this role is safety-critical as it involves regular manual handling or physical demands, satisfactory pre-employment health clearance will be required prior to the successful candidate commencing work.

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.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please save all uploaded documents to show your name and the document type.

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 **12:00 midday (GMT)** on the closing date stated in the online advertisement.

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).

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 considered prior to other applicants.

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.

If you are a priority candidate, please ensure that you:

- attach your redeployment letter to your application (or e-mail it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*
- explain in your supporting statement how you meet the selection criteria for the post.*

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