



**BODLEIAN**  
LIBRARIES  
UNIVERSITY OF OXFORD



## Job description and selection criteria

<b>Job title</b>	Term-time Library Assistant x 2
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Bodleian Libraries
<b>Location</b>	Bodleian Law Library, Saint Cross Building, Manor Road, Oxford, OX1 3UR
<b>Grade and salary</b>	Grade 2: £ 25,381 - £ 26,400 (per annum, pro-rata)
<b>Hours</b>	<p><b>Part-time, term-time: 6 working hours per week during term:</b> Thursday - Friday (7-10pm; 24 weeks per year: 3 terms of 8 weeks).</p> <p>Dates of evening term-time opening for the coming year are: Hilary Term 2025: Monday, 20 January to Friday, 14 March 2025; Trinity Term: Monday, 28 April to Friday, 20 June 2025; Michaelmas Term: Monday, 13 October to Friday, 5 December 2025.</p> <p>The dates of full term for subsequent years may be found in the Oxford University Calendar <a href="https://www.ox.ac.uk/about/facts-and-figures/dates-of-term">https://www.ox.ac.uk/about/facts-and-figures/dates-of-term</a></p>
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Academic Services Librarian, Bodleian Law Library
<b>Vacancy reference</b>	177310
<b>Additional information</b>	<p><b><u>You are required to submit a CV and a supporting evidence form with your application.</u></b> outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). Both documents listed above must be submitted to be considered for this role.</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
<b>Closing date</b>	12.00 midday GMT Monday 13 <sup>th</sup> January 2025



**Athena Swan**  
Silver Award



**Race Equality Charter**  
Bronze Award





## **Job description**

### **Overview of the role**

The post holder will welcome readers and visitors and administer the library's enquiry desk procedures, respond to enquiries and provide direction to appropriate services. They will undertake a range of front-line duties at all times providing high quality customer service. According to the requirements of local library rotas and the role, some hours will be worked in the evenings and at weekends. The post holder may be required to work at other library locations from time to time.

The post-holder will work under the direction of the Term-time Evening Senior Library Assistant on behalf of the Academic Services Librarian.

### **Responsibilities**

#### **Reader Services**

**(30%)**

- Register readers correctly according to their status and welcome visitors. Provide an introduction to the library and explain standard reading room procedures and regulations to readers.
- Respond to queries in person, by phone and online. Use online catalogues and other search tools including e-resources to help readers locate items within the Bodleian libraries and e-resources. Assist readers in the use of IT equipment including reader PCs and photocopier-printers, and refer readers to specialised library services and other library staff when appropriate.
- Work at the front-line desk carrying out a full range of reader services transactions including: issuing, returning and renewing material; administering reserve collections, room bookings and inter-library loans; reserving books for readers and assisting them to make reservations and placing stack requests. Record statistics (e.g. records of occupancy of the reading rooms).
- Open and close the library or reading room; provide security during opening hours through invigilation. Follow evacuation procedures for the reading room in the event of an emergency and assist readers with disabilities or special needs to use the library and its collections, in accordance with legislation on equality.
- Support the document supply activities of the Bodleian Libraries through the retrieval and copying of extracts from the library collections.

#### **Stock management**

**(30%)**

- Ensure material is returned in good order, carry out minor repairs and re-label as necessary, note any requirement for more complex repairs and occasionally handle rare and fragile objects with care.
- Transport material safely to and from reading rooms. Collect, sort and replace open shelf books/journals according to the appropriate classification scheme(s). Tidy shelf sequences, participate in stock management projects and adhere to health and safety guidelines at all times when moving material.
- Assist in the completion of projects such as stock taking, book moves and book binding.



**Technical Services****(10%)**

- Check and edit holdings records in the library catalogue.
- Check reading lists and the availability and pricing of books and other material on suppliers' web sites.

**Communication and Teamwork****(30%)**

- Exchange information and communicate effectively with colleagues, passing on reader feedback and reporting issues promptly. Participate in team meetings and contribute to the wider objectives and goals of the team and Bodleian Libraries.

**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/Academic Related 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.

**Bodleian Law Library**

The Bodleian Law Library is one of the largest academic law libraries in the country. It is a major research library, supporting the staff and students of the Faculty of Law and the wider national and international legal community. The Library has holdings for over sixty jurisdictions and for subject areas that range from Jurisprudence to Public International Law. The Library has over 550,000 volumes, and all four floors are open to readers. It is the home of the University's Official Papers collection.

For more information please visit: <https://www.bodleian.ox.ac.uk/libraries/law>



## **Selection criteria**

### **Essential selection criteria**

- Educated to GCSE level or equivalent.
- Ability to communicate effectively, confidently and courteously with readers, colleagues and the public.
- Awareness of the importance of good customer care and a commitment to providing excellent quality service.
- Ability to lift, move and carry books and journals.
- Good general IT literacy including use of email, internet and general applications such as Microsoft Office.
- Ability to work effectively as part of a team.
- Ability to undertake a range of routine tasks with care and accuracy.
- Reliability, punctuality.
- Discreet when dealing with material of a confidential or sensitive nature.
- Ability to prioritise and work under pressure in a busy working environment.

### **Desirable selection criteria**

- Previous experience of working in a library environment or similar customer services environment.
- Previous experience of using an automated library management system.
- Knowledge/experience of library databases and online resources.

## **Pre-employment screening**

### **Standard checks**

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

### **Hazard-specific / Safety-critical duties**

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Regular manual handling
- Lone working



## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.



*Radcliffe Camera in Radcliffe Square*

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

### **Gardens, Libraries and Museums (GLAM)**

The Gardens, Libraries and Museums (GLAM) 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: <https://www.glam.ox.ac.uk/home>



## The Bodleian Libraries

The Bodleian Libraries at the University of Oxford is the largest university library system in the United Kingdom. It includes the principal University library – the Bodleian Library – which has been a legal deposit library for 400 years; as well as 27 libraries across Oxford including major research libraries and faculty, department and institute libraries.

Together, the Libraries hold more than 13 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts, classical papyri, maps, music, art and printed ephemera. Members of the public can explore the collections via the Bodleian's online image portal at [digital.bodleian.ox.ac.uk](http://digital.bodleian.ox.ac.uk) or by visiting the exhibition galleries in the Bodleian's Weston Library.

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

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting evidence form. The supporting evidence form must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

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

## Supporting Evidence Form

**Please note that if you do not upload a completed supporting evidence form and a CV, we will be unable to consider your application for this role.**

The inclusion of the supporting evidence form and CV is **a mandatory step** in the online application process.

**Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description in your supporting evidence form.**

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; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

### **If you currently work for the University, please note that:**

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have 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 department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly on [recruitment@glam.ox.ac.uk](mailto:recruitment@glam.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Relocation

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



## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Photographs: Copyright Bodleian Libraries, University of Oxford

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>  
There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits



With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

## **Disabled staff**

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

## **Staff networks**

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

## **The University of Oxford Newcomers' Club**

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk)