



## Job description and selection criteria

<b>Job title</b>	Evening & Weekend Library Assistant (3 posts)
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Bodleian Libraries
<b>Location</b>	<p><b>Post 1:</b> Taylor Institution Library, St Giles', Oxford OX1 3NA</p> <p><b>Posts 2 &amp; 3:</b> Bodleian Art, Archaeology &amp; Ancient World Library, 1 St John Street, Oxford, OX1 2LG</p> <p>The postholders may be required to cover at other Bodleian Humanities Libraries in exceptional circumstances.</p>
<b>Grade and salary</b>	Grade 2: £25,381–£26,400 per annum (pro rata, inclusive of Oxford University Weighting)
<b>Hours</b>	<p>3 x part-time posts:</p> <p><b>Post 1:</b> (12.13 h/w averaged over 2 weeks, 0.3323 FTE approx.): Week 1: Monday, Thursday &amp; Friday, 16:00-19:15 Week 2: Monday &amp; Friday, 16:00-19:15; Saturday, 09:45-18:15</p> <p><b>Post 2:</b> (12.75 h/w, 0.3493 FTE approx.): Wednesdays, Thursdays &amp; Fridays, 17:00-21:15</p> <p><b>Post 3:</b> (12.25 h/w, 0.3356 FTE approx.): Tuesdays, 17:00-21:15; Sundays, 10:45-19:15</p>
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Reader Services for Section 3 Humanities Libraries
<b>Vacancy reference</b>	179356
<b>Additional information</b>	<p>You are required to submit a <b>CV and the attached Supporting Evidence Form</b> with your application, outlining how you meet each of the selection criteria for the role (see the <a href="#">‘How to Apply’</a> section for further details).</p> <p>We are committed to ensuring that our recruitment processes are inclusive and accessible to all applicants. If you require the job description or any other application materials in an alternative format, or if you would like to request any adjustments to support you with any part of the application process, please contact the recruitment team at <a href="mailto:recruitment@glam.ox.ac.uk">recruitment@glam.ox.ac.uk</a>.</p>
<b>Closing date</b>	12.00 midday BST Friday 06 June

## Job description

### Overview of the role

Our Evening & Weekend Library Assistants welcome readers and visitors at the library Issue & Enquiry Desks and the Lodge: administering library admissions procedures, responding to enquiries, and providing direction to appropriate services. They work with the University's online library catalogue (SOLO) and other reader-facing platforms, and the automated library management system (Alma). At all times, they provide high quality customer service.

Library Assistants are also involved in background work that contributes to library service provision, such as re-shelving books, scanning extracts of texts for the Bodleian Libraries' Scan & Deliver service, and assisting with collections projects such as book moves, stock takes, relabelling, and the transfer of material to offsite storage.

During evening shifts, staff have a 20-minute paid break, and during weekend shifts, two 20-minute paid breaks and a 30-minute unpaid lunch break. In addition to taking annual leave, Evening & Weekend team members may arrange shift swaps with other staff working at the same grade, subject to the agreement of supervisory staff.

These posts are supervised day to day by our Evening & Weekend Supervisors, and ultimately report to the Head of Reader Services for Section 3 Humanities Libraries. From time to time, the postholders may be required to work at alternative library locations.

### Responsibilities

Evening & Weekend Library Assistants will generally carry out the following duties:

#### Reader Services

**(60-80%)**

- Welcome readers, provide an introduction to the library and explain standard reading room procedures and regulations.
- Respond to queries in person, by phone and by email; use online catalogues and other search tools to help readers locate e-resources and physical items within the Bodleian libraries; assist readers in the use of IT equipment including reader PCs and photocopier-printers; refer readers to specialised library services and/or other library staff where appropriate.
- Work at the frontline 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; assisting readers with placing hold requests and ordering up closed stack material.
- Record statistics (for example, occupancy of the reading rooms).
- Support the document supply activities of the Bodleian Libraries through the retrieval and copying of extracts from the library collections.
- Open and close the library/reading rooms; 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 accessibility requirements to use the library and its collections, in accordance with legislation on equality.

#### Stock management

**(10-30%)**

- 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 re-shelve open shelf books and journals according to the appropriate classification schemes; tidy shelf sequences; participate in stock management projects. 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**

**(up to 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**

- 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**

- Work 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**

### **Essential selection criteria**

- Educated to GCSE level or equivalent
- Able to communicate clearly, confidently and courteously with readers and staff
- Able to deliver excellent quality customer service
- Able to work effectively as part of a team
- Good general IT literacy, including the use of Microsoft Office applications
- Able to undertake a range of routine tasks with care and accuracy
- Able to lift, carry and transport books safely
- Reliable and punctual

## Section 3 Humanities Libraries

The Bodleian Art, Archaeology & Ancient World Library holds materials in Classics & Ancient History, Egyptology & Ancient Near Eastern Studies, Archaeology, History of Art & Architecture, Papyrology, and Numismatics, over five floors. Collections in these areas range in focus from prehistoric to contemporary, and cover the Western world, Europe & the Mediterranean Region, the Middle & Far East, and beyond.

The Taylor Institution Library holds collections in Modern European languages and literatures (other than English), with materials for the study of French, German, Italian, Modern Greek, Russian & other Slavonic languages, Spanish and Portuguese (including Latin American), as well as Linguistics. Several smaller language fields such as Celtic, Yiddish, Catalan and Romanian are also represented.

Both libraries have lending collections, and provide access to material requested from the Bodleian Libraries' offsite Collections Storage Facility, as well as the extensive electronic resources of the Bodleian Libraries. Our users are supported by the Reader Services teams and a group of specialist Subject Librarians, as well as our Administrative & Premises staff.

The Art Library and the Taylor are part of Section 3 of the Humanities Libraries group, along with the Nizami Ganjavi Library. The three libraries work closely together to provide services, with collaborative management and shared staffing.

For more information about the individual Section 3 libraries, visit:

- <https://www.bodleian.ox.ac.uk/libraries/art>
- <https://www.bodleian.ox.ac.uk/libraries/taylor>
- <https://www.bodleian.ox.ac.uk/libraries/nizami-ganjavi-library>

## 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 to the successful outcome of this assessment. The hazards or safety-critical duties involved are as follows:

- Manual handling – including lifting and carrying books, and moving and unloading crates (up to 15kg). Procedures are in place to minimise manual handling through the use of trolleys and dollies, etc. Kick stools and small ladders are used to aid shelving.
- Climbing ladders over 2m in height (Taylor Institution Library only) in order to fetch or reshelve books. This task can only be done when two members of staff are present: one to hold the ladder, and one to climb it.

## 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>.

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

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 completed Supporting Evidence Form and a CV. 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).

**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.**

All applications must be received by **midday** UK time 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.

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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.

## 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.



# Benefits of working at the University

## Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

## Employee Assistance Programme

As part of our wellbeing offering staff get free access to Spectrum.Life, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/spectrum.life>

## University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

## Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

## Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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).



## Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>