

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Library Assistant – Collections  
(Acquisitions, Metadata and Subscriptions)

**Grade:** 2

**Accountable to:** Acquisitions and Metadata Librarian

**Salary:** £24,563 - £28,839 per annum

**Department:** Library Services

**Location:** One primary location as designated

**Section:** Library Services – Resources and Systems

**Contract Length:** Permanent

**Hours per week:** 35

**Weeks per year:** 52

**Purpose of Job:**

To assist in the delivery of high quality, customer-focused library services at University of the Arts London (UAL), which support the teaching, learning and research activities of its Colleges by participating in the delivery of effective information resources through the acquisition, recording, maintenance of, and provision of access to, relevant learning resources to customers.

(Although individual post holders will have specific responsibilities for areas of work within Resources and Systems, all Library Assistants – Collections are required to be able to provide support across the management and maintenance of our collections to meet operational requirements.)

**Main Duties and Responsibilities:**

1. Support accurate receipt, invoicing and crediting of shelf-ready and other material in all formats using the library management system as directed.
2. Assist with the maintenance and administration of accurate serials receipt records, dealing with queries, claiming and invoicing for serials and standing orders, using the library management system.
3. Assist with the verification and ordering of material in all formats, including the identification of good quality bibliographic records from external databases.
4. Create new item records for extra copies and amend records to reflect changes in holdings and locations.
5. Organise and process library materials and other routine collections management work.
6. Dealing with queries and reports for books and serials, and cancellation of orders as required.
7. Undertake routine financial procedures, including processing authorised orders and payments.
8. Participate in projects and activities as required.
9. Order stationery and monitor supplies for shelf-ready suppliers.
10. Administer designated budgets as directed.
11. Participate in Information Services meetings and support Information Services-wide projects, groups and activities as required.
12. Other duties arising from the needs of the Library Service.

**In addition the post holder will be expected to:**

13. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
14. Undertake health and safety duties and responsibilities appropriate to the role.
15. Work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.
16. To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

17. Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
18. Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
19. Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Key relationships:**

- Acquisitions & Metadata Librarian
- Assistant Acquisitions & Metadata Librarians
- Resources and Systems Manager
- Library Services Finance Team

**Resources Managed:**

Budgets:

Staff:

Other (e.g. accommodation; equipment):

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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

<b>Person Specification</b>	
Specialist Knowledge/Qualifications	Formal training or education to post-16 level, or equivalent. Uses appropriate levels of IT skills - including MS Office - to enable best use of available information, standards and technologies as necessary for the post.
Relevant Experience	Has relevant experience in an administrative environment, preferably in libraries or open access IT; experience of answering standard, predictable queries from customers in accordance with procedures and precedent, and is able to work independently.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Research, Teaching and Learning	Effectively delivers basic training or briefings to support understanding or learning
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve day-to-day-problems

**Last updated: May 2019**