

University of London Job Specification

Job Title: IALS Graduate Trainee Library Assistant

Department: School of Advanced Study

Section: Institute of Advanced Legal Studies

Level: 02 (CTS)

Job Summary	<p>The post is a one-year fixed term training post designed for graduates carrying out a year of work experience and training prior to attending library school. The trainee works across all sections of the library. This enables them to gain specific sectional experience and skills as well as developing an overall understanding of the links between the different sections and how the library fits together as a whole. An extensive staff development programme is detailed elsewhere and monitoring and feedback from that programme takes place.</p>
<p>Information Resources duties</p> <ol style="list-style-type: none"> 1. Responsible to the Senior Library Assistants (Serials) for carrying out all clerical duties associated with the maintenance of subscriptions, standing orders and monographs. 2. Open all post – except letter post – and ensure it is distributed quickly. Pass all letter post to the Information Resources Manager. 3. Record the arrival of all subscriptions and standing order materials on to Sierra. 4. Mark items with library stamps and class marks; attach security triggers and labels. 5. Create item records on the catalogue and carry out any special shelving as required. 6. Distribute recorded items for shelving or further processing. 7. Assist SLAs (serials) by keeping records of weekly serials that need claiming. 8. Assist with routine catalogue maintenance including creating item records for additional copies, re-locating or withdrawing volumes, and checking for title availability 9. Update the exchange rate tables. 10. Take daily readings for hydrometre in L3, L2, L204 and L208. 11. Assist the archivist, as time allows, with routine maintenance. 12. Provide cover in the processing section as required, including labelling new volumes, creating boxes and maintaining statistics. <p>Academic Services and Reader Services duties</p> <ol style="list-style-type: none"> 1. Responsible to the Principle Library Assistant and the Document Supply Supervisor for carryign out clerical duties. 	

2. Check daily for loan overdues and send out the reminders using the Sierra files. Produce and send out hold pick up and recall notices using Sierra.
3. Check the alphabetical sequence of "in-use" depository slips daily and check that any used microfilm or microfiche is refilled.
4. Check the issue and enquiry desk for general tidyness. Place any lost property in safe storage, unless the item is labelled with a name in which case, contact the person.
5. Check books on the reserve shelf and remove them if they've not been collected.
6. Restock the issue and enquiry desk with stationery and supplies. Particular attention should be given to library guides, leaflets and library subject guides. Additional copies of subject guides and leaflets should be copied as required.
7. Assist with sorting out problems with the multi-functional devices and payments.
8. Undertake daily searches for missing books.
9. Assist readers with special needs (e.g. photocopying and fetching).
10. Assist PLA for requests for inter-library loans and photocopying.
11. Assist with creating new web-based subject guides.
12. Assist with updating the Current Legal Topics research database and the CALIM database as required.
13. Check LLM reading lists as required.

Library Reading Room duties

1. Check all library carrels daily to ensure volume limits have not been exceeded.
2. Check reading rooms daily to ensure mobile phones are not being used or food eaten.
3. Collect and record basement weekly statistics.
4. Check reserve slips left in piles of books in the reading rooms to ensure they are still within the date limits.

Document Supply Services duties

1. Fetch requested materials for photocopying/scanning from library reading rooms.
2. Assist with scanning/photocopying material and delivering it to subscribers.
3. Assist with recording transactions on the Document Supply Services database.

General

5. Particape in projects as required.
6. Participate in Issue and Enquiry Desk duties on a regular basis.
7. Shelving on a regular basis and looseleaf filing on a regular basis.
8. Fetch items from the basement on demand.
9. Any other duties commensurate with the duties and grade of the post.

Reports to:

Information Resources Manager

Responsible for:

N/A

Additional demands of the role:

The Graduate trainee could be required to work until 8.00pm once a week (or more than once when necessary to cover for staff illness or leave). On such days they will begin work after lunch, at 1.00pm.

	The Graduate Trainee is required to work 8 Saturdays (from 9.30am to 5.30pm) for which time off is given in lieu.
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Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Some experience of customer service in any context would be an advantage.
- Good interpersonal skills: be able to work independently and as part of a team.
- Be prepared to work flexibly in a rapidly changing environment.
- Commitment to a career in librarianship.
- Should be able to demonstrate an attention to details.

Desirable:

- Specific experience of working in a library is not required, as this is a training post.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- A competent level of IT skills is required including knowledge of Word and Excel.

Desirable:

- Some knowledge of a major western European language (other than English) is desirable.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- Education to graduate level, or equivalent by experience or ability.

Competency Requirements	Essential	Desirable
Proactivity and planning	A	
Working collaboratively with others	A	
Organisational commitment	A	
Resilience	A	
Adapting to change	A	
Problem solving and decision making	A	
Creativity and innovation	A	
Academic Community focus	A	
Interpersonal understanding	A	
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency. For further information on each of the competencies and relevant levels, please refer to the University's Competency Model</p>		