



Graduate Trainee Library Assistant

Institute of Advanced Legal Studies (IALS)

Ref: 00141

Introduction

An opportunity to work in one of Europe's great legal research libraries, based within the University of London, with a mission to provide national research library and information services in law.

The Institute of Advanced Legal Studies

The Institute of Advanced Legal Studies (IALS) is a postgraduate research institute with a core of over 130 researchers, research students and legal information professionals, but which draws its primary membership from academic researchers and postgraduate research students from other institutions throughout the UK, and which also provides services to researchers in the wider legal community.

The Institute was founded in 1946 and is one of the nine Institutes which constitute the School of Advanced Study of the University of London and which function as open environments for research and study by scholars and other specialists from all over the United Kingdom and beyond.

The Institute serves as an important focus for legal research in the UK and plays a major role in the support of research and the dissemination of its results through publications, lectures, seminars, and workshops drawing participants from all parts of the legal community. The Institute has developed as a major resource and working environment for academic researchers including faculty staff and students engaged in doctoral research from UK and overseas universities. It also provides facilities for LLM students of the University of London who are registered at one of the law schools of the University. The Library is also used by members of the judiciary, legal advisers and other senior officials in government departments, and members of the legal profession.

Further information about the Institute may be accessed at <http://ials.sas.ac.uk>.

Further information about the varied careers of our previous SCONUL / CILIP Graduate Trainees can be found at <http://ials.sas.ac.uk/library/guides/trainees.htm>

The Library

The Institute of Advanced Legal Studies Library is one of a number of School of Advanced Study independent institute libraries.

The Library is a national and international resource for legal research and has over 310,000 volumes the majority of which are housed at the Institute site on Russell Square in Bloomsbury. It employs a staff of 24 permanent staff who work with a national and international clientele of researchers and participate in a broad variety of professional and development activities. In addition casual staff are employed to work on the Library's Issue & Enquiry Desk on Friday evenings, Saturdays and on Sundays and to shelve books on week day evenings. A full range of

library resources, from archives and early legal publications to an extensive and growing network of electronic resources, is made available by the Library.

The Library's primary function is to serve a national academic research community but it has other significant and diverse communities to which it provides services including the taught-course master's degree students registered at the colleges of the University of London, large numbers of subscribing practising lawyers, and a small community of researchers, PhD and LLM students at the Institute itself. The Library seeks to support law librarians in other universities and organisations to provide specialist library and information services in law, particularly in foreign, comparative and international law.

The collections of foreign and international law are the most extensive in the UK and contain much unique material. The collections concentrate primarily on comparative law and common law, civil law and Roman-Dutch law systems throughout the world and include material in western European languages for most jurisdictions for comparative and general reference purposes. More information on the collections can be found at <http://ials.sas.ac.uk/library/collect.htm>.

The Library is currently engaged in several major projects such as planning the refurbishment of the Institute building, the continuing digitisation of selected specialist material, and the updating of a national Internet portal for law, Eagle-i (Electronic access to Global Legal Information) at: <http://ials.sas.ac.uk/eaglei/project/eiproject.htm>.

The Library is classified using an in-house classification scheme and is catalogued according to AACR2 in MARC21 format. Library of Congress subject headings are used. The Library participates in the University of London central libraries' Sierra Consortium that provides online acquisitions, serials control, cataloguing and circulation, and online public access catalogues (at <http://ials.sas.ac.uk/catalogue.htm>).

In addition to the normal reference and inter-library loan services, IT resources are available, providing access to major databases such as LexisNexis, Westlaw, HeinOnline, Justis.com and Beck Online Die Datenbank. The Library also provides rapid Subscription Information Services to 140 institutional subscribers who may use a direct line telephone/email enquiry service and a rapid document supply service.

The School of Advanced Study

The School of Advanced Study was established within the University of London in 1994, and brings together the specialised scholarship and resources of nine prestigious research institutes to offer academic opportunities, facilities and stimulation across and between a wide range of subject fields in the humanities and social sciences. One of the principal academic institutions of the University of London, the School has recently been reviewed by Professor Edward Acton on behalf of the Higher Education Funding Council for England (HEFCE) and his report, which has been accepted by the HEFCE Board, confirms that the School is a national centre for the promotion and facilitation of research in the humanities and social sciences. As such, the School and its Institutes and the specialist libraries, which are a major research facilitation activity of Institutes, receive a unique and substantial HEFCE funding stream for research facilitation (which includes research training). The School does not receive HEFCE funding for teaching nor does it participate in the Research Assessment Exercise. This has implications for the skills required of the appointee in terms of the development of research grant applications. The School is now engaged in a major programme of activity to implement the detailed recommendations of the Acton report. For more information about the School, please visit www.sas.ac.uk.

The University of London

The University is a federation of separately incorporated, self-governing, directly-funded Colleges together with a range of central academic activities.

You will be employed within the central University – a separate legal body and employer from the colleges of the University, each of which is an employer in their own right.

The central University comprises the central academic activities, including the School of Advanced Study, a number of student and administrative services, and the central offices. Further information is available from our website at <http://www.london.ac.uk/structure.html>.

Terms and Conditions

The appointments will be made at point 6 of the Level 2 scale for Clerical, Technical and Support staff, with a salary of £19,881 per annum.

The post is fixed-term for the period 1 September 2018 to 31 August 2019.

The post is full-time and the normal hours of work are 35 per week. Working hours are from 9.00am to 5.00pm with an unpaid hour for lunch. 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).

The annual leave entitlement is 27 working days in addition to Public Holidays and such days as the central University offices are closed for certain discretionary days at Christmas and Easter. In addition a further 8 days in lieu are given for Saturdays worked. It is not normally possible to take annual leave during the library's stocktaking closure (usually the last two weeks in September) and on the various LLM Induction Days at the beginning of the autumn term.

The appointment will be subject to the terms and conditions of service to Clerical, Technical and Support staff and other regulations relating to employment laid down in the Financial Regulations and elsewhere; these conditions and regulations may be amended from time to time. <http://www.london.ac.uk/4302.html>.

The appropriate occupational pension scheme is the Superannuation Arrangements of the University of London. **If you are eligible to join the SAUL Scheme you will automatically be included into Salary Sacrifice for University Pensions.** More details on the provision are on the last page of our Terms and Conditions document. <http://www.london.ac.uk/4302.html>.

The Post

Introduction

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.

Job description

Job content in Information Resources:

- Responsible to the Senior Library Assistants (Serials) for carrying out all clerical duties associated with the maintenance of subscriptions & standing orders and monographs and ensuring that such material is efficiently processed and made available.
- Open all except the letter post and ensure that it is distributed quickly.
- Record the arrival of all subscription and standing order material on Sierra.
- Mark items with library stamps and classmarks; attach security triggers and labels as required
- Create item records on the catalogue and carry out any special shelving as required.
- Distribute recorded items for shelving or further processing.
- Assist with maintaining the section's correspondence files.
- Assist with routine catalogue maintenance including creating item records for additional copies, re-locating or withdrawing volumes, checking supplier databases for title availability and updating the exchange rate tables.
- Provide cover in the Processing section as required, including labelling new volumes, creating boxes and maintaining statistics.

Job content in Academic Services:

- Responsible to the Principal Library Assistant (Academic Services) and the Document Supply Service Supervisor for carrying out clerical duties.
- Check daily for loan overdues and send out reminders using the Sierra files. Also produce and send out hold pick up notices and recall notices using Sierra.
- Check the alphabetical sequence of "in use" depository slips daily, and check that any used microfiche or microfilm is correctly re-filed.
- Check the Issue and Enquiry Desk for general tidiness. Place any lost property in safe storage (unless the item is labelled with a name, in which case contact the person).
- Check books on the reserve shelves and remove them if they have not been collected.
- Re-stock the Issue and Enquiry Desk with stationery and supplies. Particular attention should be given to library guides and leaflets and library subject guides. Additional copies of library subject guides and leaflets should be copied when necessary.
- Assist with sorting out problems on the photocopiers, printers and payments.

Support for Library Reading Room Services

- Check all the library carrels daily to ensure the volume limit has not been exceeded.
- Check the reading rooms daily to ensure that mobile phones are not being used and food is not being eaten.
- Basement collection weekly statistics to be collected and recorded.
- Check reserve slips left in piles of books in the reading rooms every week to see if they are out-of-date.

Assist with other Reader Services

- Undertake daily searches for "missing" books.
- Assist readers with special needs (e.g. photocopying and fetching).
- Assist the PLA with requests for Inter-Library Loans and photocopying.
- Assist with creating new web-based library subject guides.
- Assist with the updating of the Current legal research topics database and the CALIM database when required.

Job content in the Document Supply Service

- Fetch requested material for photocopying from library reading rooms.
- Assist with photocopying material and delivering it to subscribers.
- Assist with recording transactions on the Document Supply Services database.
- Check LLM reading lists as required.

General

- Participate in departmental projects as required.
- Participate in Issue and Enquiry Desk duties on a regular basis.
- Shelving on a regular basis.
- Looseleaf filing on a regular basis.
- Fetch items requested from the library basement on demand.
- Any other duties consistent with both the grade and scope of the post.

Person Specification

1. Experience

- Some experience of customer service in any context would be an advantage.
- *Specific experience of working in a library is not required as this is a training post.*

2. Technical Knowledge

- A competent level of IT skills required, especially Word and Excel.
- Some knowledge of a major western European language other than English preferred (specific language not important as IALS Library covers all world jurisdictions).

3. Education/Qualification

- Applicants should hold a Bachelor's degree or equivalent in any subject (subject not important).

4. Personal Qualities

- Good interpersonal skills, and be able to work independently and as part of a small team.
- Prepared to work flexibly in a rapidly changing environment.
- Committed to a career in librarianship.
- Should be able to demonstrate attention to detail.

COMPETENCY REQUIREMENTS

| <u>Competencies</u> | <u>Essential</u> | <u>Desirable</u> |
|-------------------------------------|------------------|------------------|
| Proactivity and planning | A | |
| Working collaboratively with others | A | B |
| 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 | |
| Managing resources | N/A | A |
| Leadership | N/A | |
| Performance management | N/A | |

For further information on each of the competencies and relevant levels, please refer to the appropriate version of the University's Competency Model.

Please visit: <http://www.london.ac.uk/5258.html>.

Email for enquiries

Claire Miller, IALS Library Administrative Officer, ials.libadmin@sas.ac.uk

How to apply

Please make your application online via the University of London vacancies page: <http://www.london.ac.uk/jobs> before the close date of **Wednesday 31 January 2018**.

In order for your application to be considered, please submit the following:

A letter of application, stating how you meet the requirements of the post and addressing each of the elements of the person specification;

A full curriculum vitae, including particulars of qualifications, employment history and management experience, and the names and contact details of three referees. Please ensure that you provide details only of those referees with whom you have no objection to our making immediate contact.

Important information:

When applying, please amalgamate your covering letter and CV into one document (Microsoft Word .doc or .docx) and upload it using the 'Covering Letter and CV' tab.

Interviews are scheduled to take place in February 2018 and applicants are recommended to ensure their availability.