1. **Job Details**
Job title: Library Support Assistant (Science & Engineering Libraries)
School/Support Department: IS/Library, Museums & Galleries
Unit (if applicable): Science & Engineering Libraries
Line manager: Site and Services Supervisor (Science & Engineering Libraries)

2. **Job Purpose**
Provide a range of support to contribute to the effective day-to-day operation of the 3 Science & Engineering Libraries at the King’s Buildings.

3. **Main Responsibilities**
   - Shelving of returned books and journals, as well as checking the order of books and journals on the shelves, so that users can easily find the items that they require 55%
   - Processing of newly catalogued books (involves inserting bookplates, date labels, spine labels, security tags and covering paperbacks) so that they can be made available to users promptly 20%
   - Collecting books and journals, which have been requested by users, from a number of Library stores on the King’s Buildings site and delivering them to the appropriate library site, and then returning them to the stores after use 5%
   - Assisting with general building issues, including dealing with emergencies (e.g. water leaks) and identifying furniture for repair, to ensure the safety and security of users and Library staff 5%
   - Erecting and dismantling shelving, moving books and journals within and between the libraries, and moving furniture within the libraries (e.g. setting up the Seminar Room for meetings) 5%
   - Undertaking simple repairs of books and journals so that they can be returned quickly to the shelves for users 5%
   - Assisting with the opening-up procedures, each morning, on one of the library sites (involves turning off security alarms, collecting books and journals left on tables, general tidying, filling photocopiers with paper) and assisting with entry control and security in this site 5%

4. **Planning and Organising**
Most of the post-holder’s work is governed by a daily routine. Other work is agreed with the Site and Services Supervisor who determines priorities.

5. **Problem Solving**
   - Any security, health and safety issues are identified and reported to the Site and Services Supervisor or directly to Security in the event of emergencies
   - Shortage of shelf space for new books and journals will be identified and stock is then moved in order to create sufficient space
6. Decision Making
- Identifying actions required as a result of occasional emergencies
- Prioritising the processing of certain categories of newly catalogued books e.g. those for undergraduate reserve collections

7. Key Contacts/Relationships
**Internal:** Staff in the 3 Library sites at K.B; other staff, as required, in the Library, Museums and Galleries
**University:** Staff and students, Servitorial, Security, Estates & Buildings staff
These contacts are largely on a face-to-face basis, but the post-holder will also communicate by phone and e-mail.

8. Knowledge, Skills and Experience Needed for the Job
- knowledge of building security, health and safety issues
- knowledge of 2 different classification systems for shelving books
- ability to work in a team as well as on own
- awareness of book handling
- ability to use e-mail, basic word processing and spine labelling equipment
- ability to be flexible and adaptable, including dealing with unforeseen tasks and emergencies in a calm and effective manner
- knowledge and understanding of the Library’s regulations
- good organisational skills

9. Dimensions
The 3 libraries on the K.B. site provide a wide range services to the staff and students of the College of Science & Engineering (some 6000 students) and the post-holder provides support to the Library staff working in all the sites.
There are no staff who report to the post-holder.

10. Job Context and any other relevant information
A significant proportion of the post-holder’s day-to-day duties could be considered to be of a clerical nature. However, there are times in the year when those duties which could be considered to be of a manual nature assume much greater importance e.g. major collection moves which typically are undertaken during the Summer vacation.