1. Job Details

Job title: **Part-time Library Assistant (HSSACE017)**

School/Support Department: **ACE**

Unit (if applicable): **Architecture & History of Art Library**

Line manager: **Librarian**

2. Job Purpose

Provide day to day support for Library Users

3. Main Responsibilities

1. Book library support to provide service to customers: help students find books, journals, slides etc, issue and discharge books, shelf returned books, tidy shelves and keep books in order, process new books and student dissertations, type order forms for new books, book repair etc.  

   **Approx. % of time**: 65%

2. Journals: record new journals, preparation of journals for binding  

   **Approx. % of time**: 5%

3. Slide library support to provide service to customers: type slide labels and adhere to slides, re-file slides and photographs, digitise images.  

   **Approx. % of time**: 25%

4. General admin to support operations: photocopy, sort mail, answer telephone queries etc  

   **Approx. % of time**: 5%

5. Any other duties as deemed necessary by the School Administrator

4. Planning and Organising

   • Planning on a daily, weekly, monthly and yearly basis, guided by Librarian.

10. Problem Solving

   • Dealing with tight deadlines and competing demands.
   • Dealing with difficult customers or complicated requests

10. Decision Making

   • What area of Library to direct users to.
   • Make decisions about who should have access to facilities based on Library policies.

10. Key Contacts/Relationships

   • School Staff and students
   • Potentially all University staff and students
   • Main Library staff
8. Knowledge, Skills and Experience Needed for the Job
   • Excellent communicator – verbal and oral.
   • Strong interpersonal skills
   • Resourcefulness & ability to use initiative.
   • Ability to plan & prioritise in a busy environment.
   • Good word-processing skills, familiarity with Microsoft Office & internet searching.
   • Previous work knowledge/experience in a similar role.

9. Dimensions
Member of 3 person support team providing library support to all University academic staff
and students and to Edinburgh College of Art staff and students.

10. Job Context and any other relevant information
This is a part-time, term-time only post.