**GRADUATE TRAINEE LIBRARIAN**

**FURTHER PARTICULARS OF THE JOB**

Wolfson College is one of the largest graduate colleges in the University of Oxford, with over 600 students. It has a strong egalitarian and democratic ethos and is increasingly known as one of the most energetic, innovative, and welcoming scholarly communities in Oxford.

**JOB DESCRIPTION**

**Job Title:** Graduate Trainee

**Main Purpose of Job:** To assist the Librarian in the efficient day to day administration of the College Library and the effective provision of Library services to support the learning, teaching and research of the College Community.

**Relationships:**

1. Responsible to: The Librarian
2. The Assistant will be expected to cover for the College Librarian on Thursdays, vacations and other absences from College.

**Main Tasks of Job:**

1. **Circulation Management:** to be responsible for the effective day-to-day management of the Aleph Circulation System.
   b. Dealing with item queries including; recalls, reservations, overdues, and other circulation matters.
   c. Dealing with patron functions including; the addition of new, changed and expired memberships.
   d. Organizing and the re-shelving of all books on day of return.

2. **Enquiry Services:** to respond to readers’ enquiries, promote the effective use of library resources and assist in the use of library facilities.
   a. To respond to readers’ enquiries including the finding, locating and use of library resources in Wolfson and throughout the Bodleian Libraries using SOLO and related resources.
   b. To assist readers with the use of Wolfson College Library and its facilities.
   c. To assist in the delivery of Library Induction Sessions and subsequent follow up training.
   d. To contribute to the preparation and updating user guides & documentation.

3. **Collection management:** to assist in the day to day management of the Library’s collections, including.
   a. Checking reading lists against the catalogue and advising Librarian accordingly.
   b. Place orders and check invoices.
   c. Processing new acquisitions to the Library as directed by the Librarian.
   d. Notifying readers that their books are available for loan.
   e. Administering the “missing books” system.
   f. Identifying and selecting material for de-selection (weeding) in conjunction with the Librarian.
g. Identifying, selecting and preparing material in conjunction with the Librarian for dispatch to conservation.

h. Identifying, selecting and sending material for binding in conjunction with the Librarian.

4. Cataloguing: to assist in the cataloguing, in the context of current library collection management, to RDA standard library materials using Aleph, and specifically:
   a. To carry out the copy cataloguing of items new to the collections using Aleph Cataloguing Module.
   b. To perform catalogue amendments to include: change of status, location, shelf mark and deletions using the Aleph Cataloguing Module.
   c. Assist in cataloguing of outstanding collections.

5. Serials Management:
   a. to effectively manage the Common Room periodical collection.

6. Out sourced cataloguing, and Annex Space Projects:
   a. Arranging collections and delivery of materials to and from C&RD

7. Management of the Library environment: to ensure that the Library is a pleasant and safe environment for our readers to work in, and specifically:
   a. Ensuring the tidiness of the collections, maintaining the appearance of the Library and reporting damage to its fixtures and fittings.
   b. The day-to-day administration of the Library casual carrels.
   c. To maintain good discipline in the Library and to ensure that the Library is a safe, pleasant and conducive place for all to work.
   d. Assisting in the day-to-day management of space, identifying pressure points, moving books and adjusting shelving as appropriate.
   e. To respond to security incidents effectively.
   f. To assist in the event of fire.

8. Other Duties: to undertake any other tasks requested by the Librarian including but not exclusively:
   a. To supervise and assist with inventory control,
   b. To maintain library sundries, and liaise with Library suppliers.
   c. To invigilate external readers.
   d. To exercise care in the treatment of all personal, confidential and sensitive data to which the post holder has access and for which he/she has responsibility and to ensure that such information is not disclosed to any unauthorized person.
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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Education</td>
<td>Degree in any discipline (or due to complete by September 2019)</td>
<td>2.1 or above</td>
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| Professional | • Commitment to undertaking a post-graduate qualification in Library or Information Science  
   • Commitment to participate fully in all training provided by the Bodleian Trainee Scheme  
   • Be able to relate your immediate work to broader context and be receptive to new ideas |                                    |
| Experience| • Experience of Library or information-related work (paid or voluntary)  
   • Approach the organisation of information in a thorough and accurate manner  
   • Knowledge of information resources and possess digital literacy skills  
   • Be able to answer basic enquiries | • Or familiarity with libraries  
   • Or demonstrable transferable experiences  
   • Knowledge principles of classification in particular Dewey Decimal  
   • Knowledge of SOLO  
   • Knowledge of Aleph  
   • Knowledge of e-journals, databases, datasets  
   • Enquiry and referral skills |
| Skills   | Customer service skills:  
   • Demonstrable experience of working positively in a customer service setting  
   • Display a committed and proactive approach to Library and information provision |                                    |
|          | Communication skills:  
   Be able to communicate effectively in a range of media to a variety of audiences; colleagues, students, Fellows, Members of Common Room and visitors. |                                    |
|          | Interpersonal skills:  
   • Apply a wide range of interpersonal skills  
   • Be an active listener, and be able to deal with difficult situations  
   • Be aware of own behaviour and how it impacts on others, and respect diversity  
   • Willingness to learn and be able to assess and apply own skills, abilities and experiences with view to development |                                    |
|          | Team work:  
   Demonstrable evidence of successfully working in a team and working co-operatively with others to achieve objectives |                                    |
### Organisation, time management and problem solving skills:
- Demonstrable ability to work independently and flexibly without constant supervision
- Be able to take responsibility and initiative when required
- Be able to plan and organise workloads to ensure completion of tasks
- Work with a careful, methodical approach and with a keen eye for detail, accuracy and consistency in all tasks
- Be able to find innovative solutions working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions

### TERMS AND CONDITIONS:

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<th>Appointment:</th>
<th>The post is full-time and fixed-term for a period of 12 months, and is available from early September 2019 for completion by end of August 2020.</th>
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<tr>
<td>Hours:</td>
<td>Working hours are 36.5 hours per week, normally between 9 am and 5 pm Monday to Thursday, and from 9 am to 4 pm on Friday. There is an unpaid 30 minutes’ lunch break.</td>
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<td>Annual Leave Entitlement:</td>
<td>39 days including 8 Bank Holidays per holiday year, some of which the post holder may have to work.</td>
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<td>Salary and Benefits:</td>
<td>The salary is £17,802 per annum. Benefits include pension scheme, free lunch within allowance, free parking.</td>
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<td>Notice period:</td>
<td>4 weeks during the probation period and 3 months thereafter.</td>
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<td>Probation Period</td>
<td>A probation period of three months applies.</td>
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<td>Other conditions</td>
<td>The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.</td>
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Equality of opportunity
The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection
All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the GDPR and the College Data Protection Policy (available at https://www.wolfson.ox.ac.uk/policies/data-protection-policy)

Application:
Applications should include an application form (overleaf), full curriculum vitae and a covering letter addressed to the Librarian, and should be sent by email to human.resources@wolfson.ox.ac.uk. Please ensure that your covering letter addresses the person specification for the post and explains how your skills and experience meet the requirements of the role.

You may contact the Librarian fiona.wilkes@wolfson.ox.ac.uk or the current trainee sally.hamer@wolfson.ox.ac.uk for information about the job or traineeship.

The closing date is 17th July 2019. Interviews will be held on 26th July 2019.