

<b>Job Description</b>	
<b>Job title</b>	Assistant Librarian (Bibliographic Support)
<b>Department</b>	Library
<b>Reports to (Position Title)</b>	College Librarian

*This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.*

### Purpose of the role

To participate in all activities underpinning the work of the College Library in supporting student learning; to support the work of the Assistant Librarian (Bibliographic Services) in administering, developing and overhauling practices of cataloguing and classification, both in routine application and in the maintenance of agreed standards; to work with the Assistant Librarian (Reader Services) to support, maintain and enhance access to printed and electronic services within and without the College Library; to be a point of contact between readers and the College Library.

### Background information

<b>Based at</b>	Gonville and Caius College, Trinity Street, Cambridge.
<b>Hours of work</b>	37.5 per week
<b>Contract type</b>	Full time & Permanent
<b>FTE</b>	1.0
<b>Qualifications</b>	First degree and Postgraduate qualification in Librarianship (or equivalent)
<b>Key skills</b>	Cataloguing skills, classification skills, interpersonal skills
<b>Work experience</b>	Some pre-qualification experience in an academic library prior to appointment is desirable
<b>Budget Responsibilities</b>	No

<b>Main duties and Responsibilities</b>	<b>Time / Frequency</b>
<ul style="list-style-type: none"> <li>To catalogue new accessions to the Upper Library in the Alma library management system under the RDA cataloguing code</li> </ul>	Daily
<ul style="list-style-type: none"> <li>To classify new accessions to the Upper Library under DDC23</li> </ul>	Daily
<ul style="list-style-type: none"> <li>To answer enquiries in person and by telephone and email</li> </ul>	Daily
<ul style="list-style-type: none"> <li>To discharge and shelve returned books</li> </ul>	Daily
<ul style="list-style-type: none"> <li>To label new and reclassified books</li> </ul>	Once or twice weekly
<ul style="list-style-type: none"> <li>To prepare labelling work for a volunteer</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>To catalogue early (pre-1801) printed books in the Lower Library under the DCRM(B) development of AACR2, and check colleagues' work on the same</li> </ul>	As required
<ul style="list-style-type: none"> <li>To supervise readers of early printed and manuscript books in the Lower Library</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>To systematically reclassify older Upper Library stock originally classified under DDC20</li> </ul>	Monthly or more
<ul style="list-style-type: none"> <li>To assist with inductions of new students in groups</li> </ul>	Annually

Main duties and Responsibilities	Time / Frequency
<ul style="list-style-type: none"> <li>To contribute to planning and preparing physical and online exhibitions for College members</li> </ul>	Annually
<ul style="list-style-type: none"> <li>To write public web features on selected early printed books</li> </ul>	Annually
<ul style="list-style-type: none"> <li>To update intranet information on library services for College members</li> </ul>	As required
<ul style="list-style-type: none"> <li>To assist in maintaining the cataloguing and classification sections of the Library manual</li> </ul>	As required
<ul style="list-style-type: none"> <li>To deputise for the College Librarian, suggesting new policy and assisting in strategy decisions, and assisting in managing or leading library projects</li> </ul>	As required

#### FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements	Yes	No
DBS check	X	
Lone working	X	
Manual handling	X	
Working at height	X	
<b>Training requirements</b>		
Fire Awareness	X	
Health & Safety Essentials	X	
GDPR Essentials	X	
Equality, Diversity & Inclusion	X	
Bullying and Harassment for Employees	X	
Cyber Security Awareness	X	
Anti-bribery	X	
Microsoft Office	X	
Fire Evacuation Chair training	X	
Fire Extinguisher training	X	
Mental Health Awareness	X	

#### Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

#### Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

#### Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

<b>Person Specification</b>
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	<b>Criteria</b>	<b>Essential /Desirable</b>	<b>Assessment Method: A = Application I = Interview T = Test</b>
<b>Qualifications and Training</b>	• First degree (or equivalent)	Essential	A
	• Postgraduate qualification in librarianship (or equivalent)	Essential	A
	• Some pre-qualification experience in an academic library	Desirable	A
	• Experience in a customer service role	Desirable	A/I
<b>Knowledge, Skills &amp; Proven abilities</b>	• Knowledge of cataloguing principles and objects	Desirable	A/I/T
	• Knowledge of MARC21 or another standard metadata format such as Dublin Core	Desirable	A/I/T
	• Knowledge of RDA and MARC21 cataloguing standards	Desirable	A/I/T
	• Knowledge of classification principles and objects	Desirable	A/I/T
	• Knowledge of the DDC classification standard	Desirable	A/I/T
	• Ability to prioritise own tasks	Essential	A/I/T
	• Ability to work in a team	Essential	A/I
	• Confidence in general computer use	Essential	A/I/T
	• Strong speaking, reading, and writing ability in English	Essential	A/I/T
	• Reading ability in a language other than English	Desirable	A/I
	• Good interpersonal skills	Essential	A/I/T
<b>Behaviours</b>	• Uses the principles and objects of cataloguing and classification in daily work	Essential	A/I
	• Values enquiries and strives to answer them	Essential	A/I
	• Pays good attention to detail	Essential	A/I/T
	• Considers the work and needs of colleagues	Essential	A/I/T
	• Is willing to learn new skills	Essential	A/I

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