

**Job Description & Further Particulars  
Graduate Trainee Library Assistant  
Lady Margaret Hall, Oxford**

**The College**

Lady Margaret Hall (LMH) is a constituent College of the University of Oxford and is located in peaceful, spacious gardens beside the University Parks. LMH was founded in 1878 with a dual passion for learning and for equality, making it possible for the first time for women to study at Oxford. Today, the College continues to draw inspiration from this great foundation vision. It is now a co-educational academic community of 400 undergraduates, 180 postgraduate students, and 80 Fellows, Research Fellows, and Lecturers, committed to research and scholarship, and to effective, highly personalised teaching and learning for students from all backgrounds.

LMH combines a consistently high academic standard with a long tradition of being a welcoming, stimulating and inclusive environment. For a full perspective, visit the College website:

[www.lmh.ox.ac.uk](http://www.lmh.ox.ac.uk)

**The Post**

Lady Margaret Hall (LMH) seeks to appoint a Graduate Trainee Library Assistant, a post designed to start someone's career in librarianship. The Graduate Trainee will be a key member of a small team, fully contributing to the running of the library on a day to day basis, and dividing their time between routine work and working independently on a variety of special projects.

As part of the post they will participate in the Bodleian Libraries' trainee scheme, alongside trainees from across Oxford colleges and libraries, meeting most Wednesday afternoons. The scheme operates under the SCOUNL Code of Practice and provides the necessary experience for applying for postgraduate courses in information and library management. Further details of the Bodleian Libraries' trainee scheme can be found at <http://blogs.bodleian.ox.ac.uk/oxfordtrainees/>

**The Library**

The main library at LMH contains over 70,000 books, spread across three floors, and is at the heart of College life. We also have a small but interesting and varied rare books collection of around 2,000 volumes. LMH library is open to college members 24 hours a day, seven days a week. Our library collections are stocked in all major areas of undergraduate study, including multiple copies of key texts. The College also has a policy of providing for the needs of graduate students where possible, and indeed for all members of LMH. The library, designed by Raymond Erith and opened by the Queen in 1961, is made up of a mixture of individual study bays and larger group tables. The final refurbishment of the library was completed in 2005 when the law library was modernised. Further details may be found at: <http://libguides.bodleian.ox.ac.uk/lmh>

**The Library Team**

The library team consists of the Librarian and the Graduate Trainee Library Assistant, with some part-time casual Library Assistants covering weekends and special projects.

The Graduate Trainee also works closely with academic and support staff including the IT, Buildings, and Communications teams; and with library users.

## **Duties**

### General

1. To assist the Librarian in the day to day running of the library, and take a share of routine tasks.
2. To learn a wide range of library skills prior to undertaking a postgraduate qualification in library and information management.
3. To participate in special projects, enabling the library to develop its services.

### Specific tasks

1. To maintain library order, security and discipline: shelving books and periodicals, tidying shelves and desks, supervising the reading rooms, and ensuring the library rules are being observed.
2. To use the circulation system to accurately record and process loans, returns, holds, and fines.
3. To deal with routine enquiries from readers, in person and via email.
4. To participate in student inductions at the beginning of term and maintain levels of support throughout the rest of the academic year.
5. To help with purchasing stock: checking reading lists and tutor's recommendations.
6. To assist with processing acquisitions and donations, accessioning, labelling, and security tagging items.
7. To classify material according to the Dewey Decimal Classification system, and undertaking a project to re-classify a subject area.
8. To assist readers with using the copier/printer/scanner and maintenance of paper stocks, clearing jams etc.
9. To help maintain and develop the library's web presence, working closely with the Communications Team to provide social media content.
10. To assist with the care and development of the library's historic collections as instructed by the Librarian, and to help develop exhibitions of these.
11. To assist with any other library tasks, projects, and events as directed by the Librarian.

### Other

1. Participate in the Bodleian Libraries' graduate trainee programme.
2. Attend other relevant staff development activities where appropriate.

## **Selection Criteria for the Post**

### **Essential:**

#### **Formal qualifications:**

Degree (B.A. or equivalent)

**Skills:** Commitment to a professional career in librarianship and information work. Excellent IT and communication skills, and a strong sense of customer service, are required. Creativity, energy and self-motivation are also essential, and a high standard of reliability and responsibility needs to be demonstrated.

### **Desirable:**

An appreciation of antiquarian book collections, and their use, is desirable, as is a broad academic interest. This post would particularly suit someone with an analytical puzzle-solving mind, who finds a sense of order satisfying. Relevant work experience, whether paid or voluntary, would be beneficial.

### **Salary**

A fixed term post to start on the 1<sup>st</sup> September 2018, and to end on the 31<sup>st</sup> August 2019.

The salary is £17,326 *per annum* for a 37.5 hour week. Benefits of working for the College include 35 days holiday (including bank holidays and fixed closures), extensive training and development opportunities, and free lunches whilst on duty and the kitchens are open when the kitchens are closed a meal allowance will be paid.

Applicants must be eligible to work in the UK.

To apply for this position please send a CV (including details of two people we can approach for references if you are invited to interview) together with covering letter and the completed Graduate Trainee Questionnaire and equal opportunities monitoring form, all available from <http://www.lmh.ox.ac.uk/Vacancies.aspx> and send this by email to [recruitment@lmh.ox.ac.uk](mailto:recruitment@lmh.ox.ac.uk) or post to HR Office, Lady Margaret Hall, Norham Gardens, Oxford, OX2 6QA.

A principal aim of this College's Equal Opportunities Policy is to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

Lady Margaret Hall has a range of family friendly policies.

The closing date for receipt of applications is Wednesday 31st January 2018. The interviews will be held on Tuesday 13th March 2018.

HR Office  
November 2017