

**Library Assistant (Collections)**

**GRADE 3**

**Job Purpose**

Under the supervision of the [*Collection Services Manager/Collections Services Supervisors*], provide support for the library’s collection management and development activities. Working with [*print/physical etc.*] collections in the main Library and Library Research Annexe assisting in the maintenance, processing, and access to the library’s collections.

**Main Duties and Responsibilities**

1. Participate in the ongoing collection maintenance programme, in liaison with the [*Collection Services Manager and Collections Services Team supervisors*], ensuring that identified materials for relegation/discard are dealt with appropriately and catalogue entries updated.
2. Under the direction of the Collections Services Supervisors to assist with digitisation projects managed by the Collection Services to include delivering the Scan and Send Service.
3. Assist with major collection moves within the library or between the library, its branches and/or its Research Annexe as required.
4. Assist with the physical processing of new library materials, attaching labels and other marks ownership, ensuring that quality standards are maintained, and targets met.
5. To manage the daily dispatch of materials requested by users from the Library Research Annexe. Liaise with users, Library Services and Archives and Special Collections over access to requested materials.
6. Provide support to the Head of Collection Development in the acquisition and checking of donated materials and liaising with the Collections Services Team Supervisors as required.
7. Undertake any other relevant library duties as directed by Senior colleagues.
8. Engage in reasonable professional development activities as appropriate.

**Qualifications**

Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.

Scottish Credit and Qualification Framework level 4 in English and Mathematics (National 4) or equivalent, and some experience working in a similar role.

**Knowledge, Skills, and Experience**

* Good communication and interpersonal skills [written & oral].
* Attention to detail and the ability to work to a high level of accuracy in all work undertaken.
* Manual handling skills.
* Strong IT skills, including Microsoft packages and confidence in learning new hardware and software as required.
* Ability to balance competing demands and adopt a flexible attitude to work.
* Ability to respond to changing work priorities and organising own workload.
* Experience of working as part of a team.
* Experience of responding to requests and/or enquiries from multiple stakeholders (e.g., other Library departments, senior library staff, academics, and users0.

**Desirable**

* Experience working in a library or information service.
* Experience of using Sierra Library Management System.