

HEREFORD SIXTH FORM COLLEGE

JOB DESCRIPTION

NAME:

JOB TITLE: LIBRARY ASSISTANT

LINE MANAGER: LIBRARY MANAGER

FULL/PART TIME:

MAIN PURPOSE OF JOB:

To assist the Library Manager in providing a professional, efficient and customer focussed Library Service to all members of the College.

KEY RESPONSIBILITIES

- Assist in the day to day running of the Library, including staffing Library desks.
- Provide a high level of customer care.
- Promote the use of Library resources.

MAIN DUTIES

- Provide help for staff and students, ensuring that the best use is made of resources and facilities
- Maintain an appropriate learning environment and ensure that students abide by the code of conduct
- Carry out general library routines at the Library desk
- Shelve returned resources and keep the Library and its stock clean, tidy and in good order
- Assist with processing, classifying and cataloguing stock
- Promote Library resources and services, produce publicity materials and create displays
- Assist teaching staff in identifying appropriate resources to support the curriculum
- Participate in the monitoring of Library services through surveys and feedback. Assist in the regular recording of statistics relating to Library usage
- Assist with managing the Library shop. Handle cash for Library charges and shop sales
- Carry out all duties in accordance with relevant standards and policies and with due regard to health and Safety standards

This job description covers the main duties and responsibilities of the job but, from time to time, the job holder may be asked to undertake other activities commensurate with this job description.

Signed:

(Principal)

Date:

I acknowledge that I have seen and received a copy of the above Job Description

Signed:

Date: