Clare College

Job title	Library Assistant (Fixed Term from January to 30 June 2027).
Responsible to:	Forbes Mellon Librarian
Place of work:	Forbes Mellon Library, Clare College
Salary range:	£26,500 per annum pro rata
Hours:	8.45am-5pm, Monday to Friday, with one hour lunch break.
Annual Leave:	34 days including bank holidays (pro-rated). Note that Library staff may be expected to work on public holidays which fall during full term.

Purpose of the Role

To assist with the smooth running of the library services of the College for an interim period until 30 June 2027.

Key Responsibilities

Forbes Mellon Library (Clare's student library)

Book Acquisition and Circulation

• Checking and marking up course reading lists for potential book purchases, using the 'iDiscover' online catalogue and book supplier websites.
• Returning loaned books using the library management and security tag software systems.
• Daily reshelving of library books.
• Shelf tidying and checking for out-of-place books on the shelf.
• Processing new books (covering, labelling, etc).
• Carrying out minor book repairs if required.

Reader Services

• Assisting with book displays in the library on a variety of themes throughout the year.
• Ensuring posters on the noticeboards are up to date.
• Producing promotional and information materials such as posters and leaflets.

•Maintaining an orderly and welcoming environment in the library by ensuring supplies and study aids are kept tidy.
•Deputising for the Deputy Librarian on the enquiry desk, providing support to students in the discovery and use of library resources, catalogues and study spaces (and at other times as required).
• Assisting in delivering inductions for new students across the academic year.
• Regularly topping up the paper supply for the reprographic services in the library and requesting paper deliveries from the IT department.
• Assisting with student events run by the library.
• Taking lost property to the Porters' Lodge as required.
• Assisting with reviewing and updating the FML's *Moodle* site and other library guides.
• Assisting with the collection and recording of library usage statistics.

Project-based work
• Assisting in book re-classification and stock movement projects according to need.
• Assisting with book withdrawal projects according to need.
• Stock checking.

Fellows' Library (special collections)
•Logging temperature and relative humidity readings in the Fellows' Library from the environmental monitoring system.
•Assisting with the transportation of books on foot from the Fellows' Library to other parts of College.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

General Responsibilities

- Undertaking relevant training and professional development as required.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with the post.

Health & Safety

- To adopt a responsible attitude towards health and safety to comply with any procedures as required by the College to ensure the health and safety of the College community.

PERSON SPECIFICATION:

	Likely to include	Desirable
Qualifications, experience, and background	Educated to A level or above. Experience of using libraries and searching library catalogues. Experience of working or volunteering in a customer-facing role.	Experience—paid or voluntary—in a library or related information environment.
Specific knowledge/skills (technical)	Communicating effectively with a diverse range of people in a customer-facing academic setting. Awareness of the importance of customer service and the function of a library being a welcoming and inclusive space. Efficient time management when completing tasks, with a willingness to adapt if priorities change. Experience of working accurately and with attention to detail when recording information and completing repetitive tasks. Experience of using the Microsoft Office suite of software.	Demonstrating initiative in problem-solving situations. Experience of designing promotional posters and leaflets. Experience of working with Excel spreadsheets.
Personal attributes	Reliability and punctuality. Experience of working as a team to complete tasks. Experience of working independently to complete set tasks. Excellent written and verbal communication skills.	

	Well-developed organisational skills and a self-motivated mindset. Please note: this role includes some physical duties including shelving and book moves, within health and safety guidelines	

Date reviewed: October 2026