

Library Assistant - 2025 Job Description

Job title: Library Assistant
Reporting to: Academic Librarian
Based: Mirfield, West Yorkshire
Hours: 27.5 hours per week with flexibility of timings (days). Occasional Friday and Saturdays.
Contract: Fixed term for 5 years

Purpose

We are seeking a Library Assistant to join our Library Team. The Libraries are situated in an active monastery and seminary. The Team is responsible for all aspects of collection management and provision of library service. It is intended that the post holder will spend the majority of their time cataloguing parts of the collection, assisting in volunteer and conservation management, as well as providing access to the library. The post holder will work under the direction of the Academic Librarian.

Liaising with

- Academic Librarian
- Library Brother
- Volunteers
- Staff on site as and when

Main duties to include:

- Assist in the classification (using an in-house classification system) and cataloguing of the library collection, as well as, updating and managing catalogue records for printed books (might include historic books, pre-1800) and journals
- Assist with recruitment and training of volunteers
- Assist with managing the workload for the volunteer work teams and checking their work (supervision)
- Assisting in the care of the physical environment of library spaces and monitoring temperature and humidity of library rooms. Assist in basic conservation measures
- Labelling of, and shelving of books and journals
- Receiving and processing periodicals
- Helping with social media activities of the Library
- Assisting the Academic Librarian with enquiries and requests regarding the Community Library. Plus library inductions
- Assist in moving subject collections to new locations – as and when required
- Assist in or develop and implement library events working with volunteers and staff on site
- Assist the Librarian with any other administrative tasks required

About You

Essential Criteria:

- **IT Literacy:** Strong IT skills, with the ability to work accurately and efficiently with detailed information
- **Problem Solving:** Demonstrates effective problem-solving skills and a proactive, can-do approach to tasks
- **Educational Background:** Educated to A-level standard or equivalent or above
- **Customer Service:** Committed to providing a high standard of customer experience and support

Additional Requirements:

- An interest in Christian literature and a willingness to support users engaging with this material. While the post does not require the candidate to be Christian, a respectful and engaged approach to Christian writing is important
- A level of physical fitness sufficient to carry boxes of books safely (in line with manual handling principles) and to use ladders for shelving and retrieving materials

Library Assistant Person Specification:

Criteria are marked as essential (E) or highly desirable (D)

Qualifications:	E	Educated to A Level or equivalent.
	D	Honours degree at 2:1 level or above
Experience:	E	Experience working in a library or with systems of classification (DDC, UDC etc)
	E	Experience with supervising volunteers/staff
	E	Experience with training others on database/LMS/IT
Skills & Competencies:	E	Aptitude for IT and specifically databases and Excel
	D	Knowledge and experience in cataloguing (According to AACR2 standards, within Marc21. Also be aware of RDA)
	E	Good verbal communication skills
	E	Able to plan and deliver work within agreed timescales
	D	Some knowledge of, and interest in, the subject areas covered by the collections (i.e. philosophy, theology and allied disciplines)
	E	Good organizational and communication skills
	E	Good management of time, priorities and deadlines

Personal Qualities:

- E Attention to detail and methodical
- E Problem solving and able to use initiative
- E Friendly, approachable, customer focused
- E Able to work as part of a team
- E Hardworking and able to multi-task
- E Self-motivated to work on their own
- E Flexible, able to adapt to varying demands and situations
- E Have a level of fitness which enables occasional carrying book boxes/heavy items while moving subject collections to new locations.
- E Able to or be willing to use ladders
- E Able to maintain a quiet working environment
- E Neat self-presentation