The Kathleen Major Library

The Kathleen Major Library at St Hilda’s College is a spacious, well-stocked and attractive space. It has seven reading rooms over three floors, with seating for over 150 readers. The galleried main reading room, dating from 1935, looks out over the River Cherwell and the spires of central Oxford. The library has step-free access to all levels.

The library seeks to cater, primarily, for the needs of the College’s students, however all Members of the College are entitled to use it. It houses around 70,000 books across all the subjects studied at undergraduate level, with multiple copies of the most frequently-used items. The collection has particular strengths in medieval history and literature and in women’s studies; there is also a large popular fiction section, welfare and recreational material. The College’s main holdings were recently migrated onto Aleph/OLIS and are now searchable via SOLO, Oxford’s shared discovery system.

The library team consists of the Librarian, the Deputy Librarian, the Library Assistant and the Archivist (who also works part-time in another College). The library has a termly consultative committee with undergraduate and graduate representatives and one of the Fellows with particular oversight for the library.

Duties and responsibilities

- To deal with routine in-person and email enquiries, and to help with the induction of new library users.
- To support the running of the automated circulation system: administering book reservations, occasionally issuing and returning library material, monitoring the security and self-service systems.
- To maintain library order, security and discipline: shelving books and periodicals, tidying shelves, boxing and labelling of material, providing shelf labels and library signposting, and preventing unauthorised or improper use of the library.
- To assist with acquisitions: placing book orders, accessioning periodicals, processing and labelling books, proposing welfare and popular fiction titles for the library collection.
- To assist with book donations: checking donated titles against existing College collections and wider Oxford collections in accordance with the Collection Development Policy.
- To help update and maintain sources of library information in print and online.

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**Job Title**

Library Assistant

**Line Manager**

Librarian

**Grade / Contract type**

Equivalent to University Grade 4 (£24,715 pa)

Full-time and permanent

**Main purpose**

To support the Librarian and Deputy Librarian in the day-to-day running of the library, contributing towards the efficient delivery of high-quality services to library users.
To carry out printing and photocopying, and assist with routine care of photocopier/printers in Library IT Room (ordering and replenishing supplies).

To develop professional skills and awareness of the higher education environment.

To carry out any other duties appropriate to the post, as directed by the Librarian.

Person Specification

Essential Criteria:

- Strong written and verbal communication skills
- Strong IT skills (including a basic knowledge of Microsoft Office)
- Experience of working in a customer-facing role
- Attention to detail and ability to undertake routine tasks
- Ability to plan, prioritise and organise work
- Ability to work flexibly as a member of a team
- Basic understanding of libraries in an academic environment
- Eligibility to work in the UK
- A degree in any subject, or equivalent experience

Desirable Criteria:

- Experience of working in an academic library environment
- Keen interest in pursuing a career in library services.

Terms and conditions

The post is to be filled from 11th September 2023, or as soon as possible thereafter. The post is permanent with a probation period of three months.

The post is intended to offer the stability and flexibility for the postholder to pursue a Librarianship qualification by part-time or distance learning should they choose to do so. While the role will require a regular working pattern, the shape of that pattern will be discussed with the successful candidate and can be reviewed if their circumstances change while in the role.

The remuneration comprises:

- Salary at grade 4 of the University salary scales (at present within the range £24,715 - £28,131 per annum)
- Membership (if desired) of the Oxford University Staff Pension Scheme.
- 33 days (pro rata) paid holiday, including public holidays and College closures at Christmas and Easter
- 35 hours work per week
- Eligibility for group private medical insurance
- Entitlement to lunch free of charge when on duty, provided the kitchen is open.
How to apply

If you have any questions or would like to have an informal chat about this role, please contact Eleanor Kelly, Librarian: eleanor.kelly@st-hildas.ox.ac.uk.

To apply for this role please send a completed application form to the HR Manager at recruitment@st-hildas.ox.ac.uk.

The closing date for applications: 12pm on Monday 31 July 2023.

Interviews will likely take place on Tuesday 15 August 2023.

Updated July 2023