Salary: Grade 3 (£17,079 - £18,688 p.a)
Reference: CSLIB1204

Fixed term for 2 years
We will consider flexible working arrangements
Collections Services Assistant
Collections Development and Management Team

Are you looking for an opportunity to help support the management of library collections? Do you have an excellent eye for detail and a “can do” attitude? Can you make a positive contribution to our team?

The Collections Services section manages the acquisition, processing and maintenance of the Library’s collections. Additionally the section provides support to some stock management activities in Special Collections. The Collections Development and Management (CDM) Team is part of Collections Services and is responsible both for the development of the collections, and also the physical maintenance and storage of the print collections across the library estate.

Based in the CDM Team your primary role is to support the team’s diverse activities associated with the maintenance, stock editing and storage of the Library’s print collections. At certain times during levels of peak activity work can also include other duties in the wider Collections Services section e.g. checking reading lists, ordering books, checking subscriptions, and scanning materials from library collections.

What does the role entail?

As a Collections Services Assistant (CDM), your main duties will include:

- Processing of new and existing library stock, including labelling, security tagging, covering, RFID tagging and amending item records as appropriate;
- Working from lists, picking and packing items from the shelves for withdrawal or relocation;
- Physical stock management such as reorganisation in site libraries and stores, re-pitching shelves, cleaning stock and simple book repairs;
- Data gathering at the shelves for stock and shelving surveys and stock audit checking;
- Supporting the creation and management of reading lists;
- Supporting the ordering print and e-books;
- Scanning material from Library collections for reading lists, preservation and online access;
- Answering enquiries from Library staff and customers, and referring on where necessary;
• Assisting with the support and training of new staff.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

**What will you bring to the role?**

As a Collections Services Assistant (CDM) you will have:

- Previous book processing experience, or other work similarly requiring manual dexterity and accuracy;
- Excellent interpersonal and communications skills, being able to provide information face-to-face, over the phone and in written form, adapting the style appropriate to different audiences and situations;
- Confidence and skills in the use of IT and digital technology, including Microsoft Office, internet and social media;
- Numeracy skills, being confident with arithmetic and basic statistics;
- Understanding of and commitment to excellent customer service;
- The ability to work under pressure with speed and accuracy, giving attention to detail whilst meeting service and performance standards;
- The ability to make a positive contribution to the team and work collaboratively;
- The ability to work unsupervised and use personal initiative in operational tasks;
- A proactive and flexible approach, able to respond to changing priorities and new initiatives, and solve problems within given boundaries and procedures;
- Comfortable working at height while accessing and retrieving stock.

You may also have:

- An understanding of the role of libraries in higher education;
- Experience of using online systems for managing stock;
- Experience of using library discovery and management systems;
- Experience of using photocopying and scanning equipment.
How to apply

You can apply for this role online; more guidance can be found on our How To Apply information page. Applications should be submitted by 23:59 (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Chris Senior, CDM Team Manager
Tel: +44 (0) 113 343 6372 / 07503 251605
Email: c.m.senior@leeds.ac.uk

Further information about the Library http://library.leeds.ac.uk/

Additional information

Working at Leeds
You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our Working at Leeds section.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our Accessibility section or by getting in touch with us at disclosure@leeds.ac.uk

Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any ‘unspent’ criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records
information page.