



LIBRARY ASSISTANT (Ref: LA/2022/02)

Job Description

Location	Linen Hall Library
Responsible To:	Senior Library Assistant
Grade	NJC Pt 5-6. £19,650 - £20,043
Hours of work	36 Hours Per Week
Employment type	Full-time (Permanent)

Job Purpose:

Under the direction of the Senior Library Assistant, the Library Assistant will assist in all aspects of the day to day running of the General Lending and Irish & Reference departments, assisting members and customers with general queries, product sales and research enquiries.

Please note this role involves retrieval, reshelving of materials and shelf tidying, and the ability to undertake safe manual handling is essential.

Duties

- Use the Sierra Library Management System for issuing, renewing, discharging and reserving of stock, and for the addition of items to the Library's OPAC
- Process personal data in accordance with data protection legislation, including use of the client relationship management system
- Welcome all members and visitors to the Library and signpost individuals and groups to the relevant departments / staff
- Ensure the prompt and efficient handling of member and customer enquiries including those made by phone and email
- Assist with general housekeeping duties including shelving, shelf tidying, and processing, ensuring collections are accessible to the public while always adhering to the Library's Health and Safety policy
- Conduct tours of the library and the collections, assisting with associated workshops when required
- Take receipt of Library donations ensuring that all relevant documentation is completed





LINEN HALL LIBRARY

BELFAST LIBRARY & SOCIETY FOR PROMOTING KNOWLEDGE

- Sell, display and promote goods and services, including membership, books and a range of Library merchandise
- Administer tickets for events using the in-house booking system
- Undertake cash handling and reconciliation duties
- Assist with new and ongoing projects within the Library
- To help sort and organise the library's archives and collections
- Any other duties commensurate with the grade and purpose of the post

Personal Specification:

Essential:

- Qualified to degree level in a relevant discipline; applicants without degrees but with the requisite library experience will also be considered
- To have at least one years' experience of working in a library, or similar cultural institution, within the last 5 years in a customer facing role
- Experience in the use of IT in the provision of Library services
- Excellent customer care and communication skills
- Ability and aptitude to work effectively within a small team environment
- Experience of cash handling and reconciling

Desirable:

- Hold a recognised qualification in library or information management/studies
- Experience of using the Sierra Library Management System
- Demonstrable knowledge of current reading trends
- Proven interest in Irish and local studies and / or Northern Ireland politics
- Working knowledge of current GDPR legislation



www.linenhall.com

A: 17 DONEGALL SQUARE NORTH, BELFAST BT1 5GB | T: +44 (0) 28 9032 1707 | E: INFO@LINENHALL.COM