



TYNDALE HOUSE CAMBRIDGE

Biblical Scholarship for the World Church

Job Title: Library Assistant (P/T)
Department: Library, Tyndale House
Responsible to: The Librarian/Assistant Librarian

Overall Purpose: To help with day-to-day administration of the library and services to readers

Context: To help maintain a world class research library and service to readers and staff. To support the wider team at Tyndale House in delivering its ministry.

Responsible for: Assisting with the processing, shelving and conservation of the books, and in serving the needs of readers and staff.

Nature and Scope: To help maintain and develop an outstanding library service for readers, supporting the wider ministry of Tyndale House. The post-holder will have an interest in the Bible and Biblical Studies and will be a team player who also welcomes the opportunity to work independently with minimal supervision. They will need to be self-motivated and able to work accurately and efficiently. On occasion, there may be a need for flexibility in working hours to meet organisational needs.

Principal Accountabilities:

1. Processing and stock management

- 1.1 Unpack book and journal packages on arrival, check the contents, and cross-check the books with the relevant invoice(s). Pass the invoices to the Assistant Librarian for authorisation and recording
- 1.2 Receive books and journals on the Heritage Library Management System
- 1.3 Process books and journal issues ready for library use
- 1.4 Shelve new books and journal issues on the display shelves and then on the permanent shelves after a suitable period
- 1.5 Check donated titles against the Library catalogue and label accordingly
- 1.6 Create brief catalogue records for new stock as required
- 1.7 Assist with retrospective cataloguing projects as required
- 1.8 Amend and correct catalogue records as required

2. Shelf management and stock maintenance

- 2.1 Tidy and reorganise the book shelves as required
- 2.2 Keep shelf signage tidy and up-to-date
- 2.3 Identify damaged books and repair them or recommend them for replacement or rebinding, as appropriate
- 2.4 Replace spine labels as required
- 2.5 Assist the Librarian in preparing two annual batches of journals for binding. Process and re-shelve the bound volumes on their return
- 2.6 Assist the Assistant Librarian in the biennial library stocktaking.

3. Reader services

- 3.1 In the absence of the Assistant Librarian/Librarian: welcome visitors; show new readers round the library; answer reader enquiries or record them to be dealt with later
- 3.2 Assist readers with the use of the Library Catalogue and other Library facilities where required
- 3.3 Search for missing items and if unfound list them on relevant document
- 3.4 Replace photocopier paper and ensure supplies of paper are available
- 3.5 Maintain supplies of book processing and book request stationery
- 3.6 Ensure desks are clear and ready for new readers in the absence of the Assistant Librarians
- 3.7 Assist Assistant Librarian in producing library communications

4. Miscellaneous duties

- 4.1 Order library supplies as directed and approved by the Librarian
- 4.2 Assist with evacuation in the event of a fire
- 4.3 Assist the Librarian in ensuring that the library building and stock are kept secure
- 4.4 Check status of Library bins, and empty as required
- 4.5 Actively engage with appraisal processes
- 4.6 Keep up-to-date with organisational policies and comply with their requirements
- 4.7 Maintain regular communication lines and liaise, where appropriate, with the Hospitality and Facilities Team at Tyndale House
- 4.8 Willing and able to take on other tasks as agreed with line manager

4.9 Willing to undergo training, as required

5. Key Skills and Experience

5.1 Able to promote and work according to the Christian ethos of Tyndale House

5.2 An interest in the Bible and Biblical Studies

5.3 Able and willing to participate in the wider working life of Tyndale House, including prayer times and social occasions with residents and readers during normal working hours

5.4 Preferably educated to A-Level or Degree standard or equivalent experience, with experience working in a library environment

5.5 Excellent interpersonal skills with an interest in enabling readers to gain access to the resources they need

5.6 Able to work rapidly and efficiently while paying attention to detail and the quality of outcomes from tasks

5.7 Ability to accurately and consistently follow established procedures

5.8 Self-motivated and able to work independently with minimal supervision

5.9 Physically fit and able to carry and shelve books, move library stock, work on ladders to shelve books at height

5.10 Good working knowledge of MS Office applications

5.11 Clear communicator, both written and oral