



Lincoln College

UNIVERSITY OF OXFORD

Further Particulars

Job Title:	Library Assistant
Department:	Library
Contract Type:	0.5 FTE, Fixed Term. This is a two year fixed-term position to provide cover while the Deputy Librarian is working on the cataloguing of the College's collection of Early Printed Books. The number of hours worked will be 18.75 hours per week
Responsible to:	Deputy Librarian
Salary Scale:	NSP 14-16, (50% of £27,534-£28,437 p.a.).
Location:	Lincoln College Library, The Library is on several floors, with some rooms situated at the top of narrow spiral staircases.

The College

Lincoln College was founded in 1427 in the University of Oxford and is a self-governing institution in which the ultimate authority for all decisions rests with the Governing Body. The College will celebrate its 600th anniversary in 2027-28. As we celebrate this anniversary, there are a number of books and papers being written about aspects of the College's history.

Lincoln has 650 students in residence, of whom around half are graduates. The College is a popular choice for both undergraduates and graduate applicants to the University. Lincoln College is located on an attractive historic site in the centre of Oxford, with excellent access to university libraries and the university's departments and faculty buildings. More information about the College can be found on its website, www.lincoln.ox.ac.uk

The Role

To assist the Librarian and Deputy Librarian in providing a library service to members of Lincoln College. The Library Assistant will be required to carry out such duties as may reasonably be required for this purpose.

Main Duties:

- Checking in and renewing loans using the Alma Fulfilment module
- Processing books for the holds shelf
- Monitoring the reported alarms from the CCTV and communicating with Library users as necessary
- Ensuring the desks are clear, by re-shelving books, clearing away unattended personal belongings, putting away cushions and Library stationery on arrival
- Maintaining the paper levels in the photocopier
- Shelving
- Periodicals: checking-in new arrivals, stamping and shelving

- Processing new books (stamping, labelling, adding security tags and covering with protective wrappings)
- Carrying out routine book repairs
- Book cleaning projects
- Collecting the post from the Lodge and water and milk supplies from the Servedy
- Answering straightforward email enquiries
- Invigilating the Library and being on hand to help with any queries or questions users may have, including helping readers to find what they need in the Library and to use the SOLO catalogue.
- Undertaking reader counts at 11am and 3pm daily
- Assisting in maintaining the quiet working atmosphere of the Library, security and discipline.
- Assisting in maintaining the fabric, plant and equipment of the Library, and liaising with College staff and supervising external contractors, when necessary
- Supervising external researchers using Lincoln College Library materials, when necessary
- Deputising for the Deputy Librarian, when necessary
- Minute-taking at Termly Historic Collections Committee meetings
- Ensuring sensitive data is kept confidential at all times.

To undertake any other duties, consistent with the purpose of the job, as may from time to time be assigned by the Librarian and / or Deputy Librarian

The Candidate:

- Good IT skills,
- Ability to work accurately with attention to detail
- Experience in a library or customer service environment is an advantage; however, comprehensive training will be provided.
- Able to lift, carry and put away heavy books
- This role would particularly suit someone undertaking the professional qualification in Librarianship or Information Science part-time or by distance learning.

Benefits

- Enrolment in the Oxford Staff Pension Scheme (OSPS)
- Free lunch is provided in College, when on duty.
- Other benefits include; access to an Employee Assistance Programme, and various discounts through the Oxford University card.
- The annual leave entitlement will be 30 days plus bank holidays, pro-rated, (0.5 FTE = 15 Days). Part of this entitlement must be taken when the College closes for approximately a week over the Christmas period. You will be required to work on certain Bank Holidays in full term, in respect of which the College will give as much advance warning as possible, and for which time off in lieu will be given.

Application Process

Candidates should submit the following documents by closing date of 14th of September.

- Using our recruitment and HR platform 'Employment hero' upload an up to date CV and a covering letter, explaining your interest in the post and demonstrating how you meet the requirements of the person specification. A link to this platform can be found on our Website.

Data Protection

Personal data is processed in accordance with Lincoln College's Privacy Policy which is available at www.lincoln.ox.ac.uk/Privacy-Policy

Equal Opportunities

Lincoln College is an equal opportunities employer and are committed to building a diverse and inclusive workforce. We welcome applications from people of all backgrounds, experiences, and identities.

If you are neurodivergent or require any reasonable adjustments for other reasons such as Health or Disability, during the recruitment process, we encourage you to complete our self-certify disclosure form, [Lincoln College - Self-Certification Disclosure form – Fill in form](#)

or we would be happy to hear from you! ... our email is hr@lincoln.ac.uk and Office number is 01865 279770.

Any information you provide will be treated confidentially and used solely to help us make the recruitment process as fair, accessible, and inclusive as possible and will not be shared with the Panel. Completing this section is entirely voluntary and will not affect your application.

Other Information

The appointment will be conditional on verification of the successful candidate's availability for employment in the UK.

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role.

Any enquiries related to these further particulars should be directed in the first instance to the HR Department: hr@lincoln.ox.ac.uk.