

## **Job Description**

LIBRARY ASSISTANT (Ref: LHL/25/LA1)

Location: The Linen Hall

Responsible To: Senior Library Assistant (Collections)

Grade NJC Pt 5

Hours of work 36 Hours Per Week

Employment type: Full-time (Temporary until 31<sup>st</sup> Dec 2025)

Closing date for applications: Monday 12th May 2025 at 5pm.

Interview date: Monday 19<sup>th</sup> May 2025.

## **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**

- Welcome and assist members and visitors to the Linen Hall
- Use the Sierra Library Management System for the circulation of library stock, and adding items to the catalogue
- Use the Collections Management System to sort, organise and list the library's archives and collections.
- Process personal data in accordance with data protection legislation, including use of the Client Relationship Management System
- Ensure the prompt and efficient handling of member and customer enquiries
- Assist with general housekeeping duties
- Conduct tours of the library and the collections
- 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
- 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 a Library Management System and / or Collections Management System
- Proven interest in Irish and local studies and / or Northern Ireland politics
- Working knowledge of current GDPR legislation