Bodleian Libraries
Bodleian Law Library

Job Description

Job Title: Term-time Evening Library Assistant (part-time)

Post number: BD6975

Grade: 2

Main job purpose: Invigilating in the Reading Room in the evening during full term, shelving tasks and assisting with closing the Library.

Reports to: Academic Services Librarian, Bodleian Law Library.

Responsible for: Assisting with evening invigilation and shelving during term-time.

Key responsibilities:

1. Reading Room duties

Service Delivery

• Reading Room duties at the Enquiry and Reserve Desks, providing assistance to all readers, issuing reserved books.
• Shelving and shelf-tidying.
• Assisting readers with use of the catalogues.
• Providing initial assistance with general & legal database queries.
• Assisting with library closing procedures.
• Loose-leaf filing.

Communication

• Dealing with a varied range of enquiries, including telephone enquiries.

Problem solving

• Providing initial technical support for equipment problems, assisting with monitoring and maintaining machines and printers, making photocopies and recording statistics.

Analysis & Research

• Taking and recording statistics as required.

2. Other Duties

• Participate in a regular Annual Review.
• Undertake any necessary training identified.
• Comply with health and safety regulations.
• Comply with the policies and procedures set out in the Support Staff Handbook.
• Any other duties that may be required from time to time commensurate with the grade of the job.
Bodleian Libraries reserves the right to amend the job description in consultation with the post-holder at any time.

**Person specification:**

**Essential criteria**

- Reliable and punctual.
- Experience of using library catalogues and databases, such as OLIS or a similar library management system.
- Good IT skills, with knowledge of computer packages including MS Office and the internet.
- Ability to move and carry books around the library.
- Well-developed communication skills.
- Good interpersonal skills.
- Ability to work with a wide range of library users.
- Strong customer service focus and enjoyment in providing a service.
- Ability to work well alone and as part of a team.
- Flexible attitude to work.
- Numeracy and Literacy.

**Desirable criteria**

- Previous library experience.
- Experience of working with legal materials or in a law library environment.

_This post does not meet the minimum requirements for work permit employment; we can therefore only accept applications from those who can prove their eligibility to work in the UK._
Bodleian Libraries

Terms and Conditions

Job Reference No: FV10035

Job Title: Term-time Evening Library Assistant (part-time)

Library Services Bodleian Libraries

Location: Bodleian Law Library

Section: Academic Services

Line Manager: Academic Services Librarian

Grade/Salary: Grade 2 (£14942 – £17111 pa pro rata)

Hours of work: Part-time; 6 hours per week during term. You will be required to participate in a rota which may cover Saturdays, Sundays, evenings and Bank Holidays as part of your contractual hours at your own or any Bodleian Libraries library. Your manager will provide you with a rota normally one month in advance.

Support/Academic-related: Support Role

Length of contract: Permanent

Annual leave: 38 days (inclusive of public holidays & closed days)

Probation: 6 months

OTHER INFORMATION

About Bodleian Libraries

The University of Oxford’s many libraries contain the largest and most diverse collections for the support of teaching and research in any institution of higher education in the United Kingdom. Its library holdings as a whole are world-class. Because its principal library, the Bodleian, has been in effect a library of legal deposit for almost 400 years, members of the University and scholars from far and wide have a reasonable expectation of satisfying a very high proportion of their library needs somewhere within Oxford’s libraries.

The libraries, which together form the Bodleian Libraries, contain more than 10 million volumes; and, if periodical parts are included, Bodleian Libraries adds to stock an average of well over 1000 items per day throughout the year. A large proportion of the library stock will be preserved in perpetuity and a significant percentage of the legal deposit intake forms a part of the national printed archive.

In addition to its vast print and archival collections, Bodleian Libraries offers access to 22,500 e-journals and over 900 licensed electronic databases and reference works. The library service is currently also significantly extending its e-book collection to support both learning and research.
ABOUT THE BODLEIAN LAW LIBRARY

The Bodleian Law Library is housed in the St Cross Building, designed by Sir Lesley Martin, and was opened in 1964 to provide a focus for library provision for legal studies in the University. It receives most law and criminology books published in Britain and Ireland by legal deposit. It purchases major legal publications of the United States and the Commonwealth, European Union and European countries. Both the Bodleian Library’s European Documentation Centre & Official Papers section are located in the Bodleian Law Library. The EDC contains the English language publications of the European Union on all topics, not only law. The Official Papers collection consists of a comprehensive set of British parliamentary papers from 1801 to the present, as well as earlier records of proceedings of parliament, non-parliamentary papers, Republic of Ireland parliamentary and non-parliamentary papers, the official journals/gazettes of various western European countries and the publications of international organisations, notably the United Nations. The Bodleian Law Library is one of the two largest academic law libraries in the United Kingdom with around four hundred thousand items. It is for reference only.

The Bodleian Law Library is open to all staff and students of Oxford University and it is used by people from many disciplines in addition to law. Because the Law Faculty does not have its own library, the Bodleian Law Library is the principal library for the 80 members of the Oxford Law Faculty, their 800 or more undergraduate and 350 postgraduate students. It is also used by academics and students of other British universities and by visiting legal practitioners and academics from abroad. Its 436 seats are well occupied throughout the day during term. In July and August it is busy with overseas law students attending summer schools arranged in Oxford by their own universities. Both the EDC & Official Papers section are used by staff and students of the University and others from the Oxford area.

The Bodleian Law Library, in common with other parts of the Bodleian Library and other libraries in Oxford, participates in OLIS, the Oxford libraries online catalogue. The system includes an automated stack request system used by readers to order books to the Library. The Bodleian Law Library provides over 40 PCs for public use. From these, users are able to access catalogues, the internet, and the extensive range of legal databases to which the library subscribes (listed at http://www.bodleian.ox.ac.uk/law/e-resources_and_guides/databases). Access for personal laptops is available via the ethernet or wireless networks.

The Bodleian Law Library’s collection has several strengths including most legal resources published in the British Isles, primary sources and secondary materials from the majority of Commonwealth countries, the USA, Europe and South Africa. User education is a key service offered by the library in conjunction with the Law Faculty. The compulsory IT and research skills programme for first year undergraduates is supplemented by further training classes and drop-in sessions offered by the staff in the Law Library’s IT training room.

The Bodleian Law Library is a member of the FLARE Consortium (Foreign Law Research). Other members are the British Library, Institute of Advanced Legal Studies, SOAS and the Squire Law Library, Cambridge. The aim of FLARE is to collaborate over holdings of foreign legal materials.

The Bodleian Law Library has 23 staff who carry out the full range of library functions, including reader services, serials receipt, cataloguing, binding and book ordering. Additional staff are employed at weekends, and in the evening. Most tasks have been automated, although a few are still manual. The staff are organised into two teams (Information Resources, which comprises acquisitions and cataloguing, and Academic Services, which is responsible for public services to academic staff as well as our students and all other readers using the library). All staff have reading room duties two or three times per week, including
one early evening duty. Each section is headed by an Assistant Librarian. Staff work in teams or groups for day to day work and for specific projects.

The Library covers an area of 5000 sq m. spread over four floors. All floors are open to readers and accommodate 436 seats, a discussion room, four separate computer areas and the majority of the Library’s 400,000 items on 16 linear km of open shelves. The entrance and enquiry desk is on the 2nd floor and staff workrooms are located on the 1st and 2nd floors. A staff lift connects all four floors.

For more information, please visit our web-site at www.bodleian.ox.ac.uk/law & www.bodleian.ox.ac.uk/official_papers.

Opening Hours
The Bodleian Law Library is open on weekdays from 9am until 10pm during term and until 7pm in vacations and on all Saturday mornings. The Library is open on Saturday afternoons and Sundays during term. The Library currently closes at Easter and from Christmas Eve to New Year’s Day.

Dates and Hours of Work
Dates of term-time opening are:

Hilary Term: Saturday/Sunday 15/16 January 2011 to 12/13 March 2011
Trinity Term: Saturday/Sunday 30/1 April/May 2011 to 25/26 June 2011

The dates of full term for subsequent years may be found in the Oxford University Calendar.

The hours of work are 6 hours per week to be worked during term only on two evenings to be agreed.

Facilities for staff
The Bodleian Law Library shares the building with lecture theatres, the Law Faculty, and the English Faculty and its library. The building is ten to fifteen minutes’ walk from the City Centre and bus stops. Car parking is subject to the University’s policy. There is a staff room within the Library in which sandwiches, etc. may be eaten. Eating and drinking is not permitted elsewhere in the Library or staff workrooms. Smoking is not permitted anywhere in the building.

Training
Familiarisation and training sessions will be held at the beginning of the appointment and will be supplemented in subsequent weeks. The Bodleian Libraries has an extensive training programme of short, one day or half day courses. Staff appointed to these posts may be sent on courses which are appropriate to their duties.

Salary
Starting salary will depend upon experience and qualifications within the range quoted and incremental progression takes place on 1 August each year (subject to 3 months’ qualifying service). In addition, overall salary scales are reviewed annually on 1 August. There is also an annual “cost-of-living” salary review which normally takes place in summer each year. Pay and benefits for part-time appointments are worked out on a “pro-rata” basis.
How to apply

We are delighted that you wish to apply for a post with the University of Oxford. Please read this information carefully before submitting your application. You should complete and return all sections of the application form. Application Packs are available in large print, audio or other formats upon request.

Please send your completed application form to the Secretary, Bodleian Law Library, St Cross Building, Manor Road, Oxford, OX1 3UR, fax to 01865 271475, or email it to blipersonnel@bodleian.ox.ac.uk.

Closing Date: **midday on Friday, 28 January 2011.** Interviews are expected to be held during the week beginning Monday, 14 February 2011. For enquiries, please call: 01865 271450.

We look forward to receiving your completed application form.

Priority applications

From time to time the University has applications from current employees who are at risk of redundancy. Should an application form be received from one of these people, they will be given preferential treatment and will be short listed/interviewed prior to other applications being seen.

If you are a priority candidate, it would help the recruitment administrators and the panel if you could submit your application form, clearly marked that you are a priority candidate, and preferably before the stated closing date, so that your application can be accommodated as soon as possible.

How will the information on the forms be used?

The application form will be circulated to the selection panel. They will use this information to assess your suitability for the post against the selection criteria. If appointed, your application will be retained on your confidential staff file. If you are unsuccessful, your application will be retained for six months and then disposed of securely.

The information collected on the monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the University’s equal opportunities policy.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post1 and will be held in accordance with the principles of the Data Protection Act 1998.

Summary of the University’s Equal Opportunities Policy

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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1 But NB if the person appointed to the post is a migrant sponsored under the UK’s new points-based migration system, we are required to retain all applications for the duration of the sponsorship.
For further information visit the University’s Equality and Diversity website

Bodleian Libraries

The Mission of the Bodleian Libraries is to provide the most effective university library service possible, in response to current and future users’ needs; and to maintain and develop access to Oxford’s collections as a national and international research resource. If you join Bodleian Libraries you could be working in one or more of our many Libraries which are divided by subject and are located in a variety of buildings, the oldest being the Central Bodleian Library comprising the Old Bodleian, New Bodleian and Radcliffe Camera. There are also opportunities in Central Services such as Collection Management, Conservation and Collection Care, Facilities Management, Reader Services, Technical Services, Commercial Operations or Special Collections.

Bodleian Libraries Offers You

• Interesting employment in one of our Libraries or Services
• Opportunities to develop your skills and move within the organisation
• Final salary pension scheme
• Generous annual leave entitlements
• Generous maternity leave scheme
• Paternity and adoption leave scheme
• Childcare nurseries
• Flexible working (where operationally possible)
• Sports and Social facilities including gym and swimming pool
• Opportunities to visit museums and art galleries
• Opportunities to attend lectures, seminars and exhibitions in the University
• Discounts in some shops, theatres and cinemas
• Discounts at the Bodleian Library Shop (20%) and Ashmolean Museum shop (10%)
• Interest free public transport season ticket loans
• IT training at the University Computing Centre
• Courses at the language centre

Am I eligible to apply to work for the University?

All appointments are made in accordance with the University of Oxford Equal Opportunities Policy and Code of Practice and applications are welcomed from a wide range of candidates. The University undertakes not to discriminate unlawfully against any applicant on the basis of any information revealed.

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK’s new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and
(ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

Further information is available at:
http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/

In accordance with current Home Office regulations you may not be eligible to apply to work for the University if you do not have the right to work in the UK and you are applying for a post in grades 1-5.

**Will I be asked to provide any other information?**

You should ensure that you describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, travel, or for any other reason. Your application will be judged solely on the basis of how your skills and experience match the requirements of the post, and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Employment with the University is conditional upon satisfying the following requirements:

- proof of identity - in the form of a passport, birth certificate, or other acceptable document;
- proof of address - in the form of a recent utility bill or bank statement;
- proof that you are entitled to work in the UK or proof of eligibility to apply for a work permit;
- proof of any qualifications required for this post - in the form of certificates or transcripts.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

In addition, if you are selected for this post:

- your medical fitness to undertake the duties of the post will be assessed by the University’s Occupational Health Service; and
- we will take up references from previous employers to ensure your suitability for appointment.

Employment with the University is also subject to satisfactory completion of a probationary period.

**References**

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who know you from recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. ‘line manager’, ‘work colleague’, ‘college tutor’). Your referees should not be related to you.
NB: If you have previously worked for Oxford University, we will automatically approach your former department for a reference, (even where you have not included the department as a referee).

Your referees will be asked to comment on your suitability for the post and, if relevant, to provide details of your employment with them including dates and information about any disciplinary processes which are still considered ‘live’. We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).

Procedure for confirming an appointment to the University of Oxford

To protect the University’s employees and property, and to establish the right to work in the UK, appointments to university posts are subject to checks to confirm the identity of the person appointed. This document outlines the appropriate original documentation which should be supplied to the person who sent you this letter before you commence work for the University. You will need to present this in person, so that the appropriate checks can be made. Copies are not acceptable. Original documents provided for an identity check will not be retained by the University; they will be photocopied and given back to you, and the photocopies will be kept on your personnel file.

Where it is not possible for you to provide these original documents this will not automatically mean that you cannot be employed. However, further checks may be necessary before employment can be confirmed and these would be discussed with you. Doubt about the authenticity of a document provided will also necessitate further checks. If you have any queries about this process, or about the documentation required, please contact the person who sent you this letter.

1. Proof of the right to work in the UK

To comply with the Immigration, Asylum and Nationality Act 2006, before you begin working for the University you must supply original documentation proving that you have a right to work in the United Kingdom (UK). This documentation will be copied and retained on your personnel file.

Please provide one of the original documents, or two of the original documents where a combination is set out as being required, from List A or List B, below:

List A

Note: If you can provide a document or documents as described in List A, you will not be asked to provide any further proof of your right to work in the UK during the course of your employment.

(i) A passport showing that you are a British citizen or a citizen of the United Kingdom (UK) and Colonies having the right of abode in the United Kingdom.

(ii) A passport or national identity card showing that you are a national of the European Economic Area (EEA)* or Switzerland.

(iii) A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or the UK Border Agency showing that you are a national of an EEA* country or Switzerland.
(iv) A permanent residence card issued by the Home Office, Border and Immigration Agency or the UK Border Agency to you as the family member of a national of an EEA* country or Switzerland.

(v) A Biometric Immigration Document issued by the UK Border Agency which indicates that you are allowed to stay indefinitely in the UK, or have no time limit on your stay in the UK.

(vi) A passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.

(vii) An Immigration Status Document issued to you by the Home Office, Border and Immigration Agency or the UK Border Agency with an endorsement indicating you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

(viii) A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of your parents, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

(ix) A full adoption certificate issued in the UK which includes the name(s) of at least one of your adoptive parents, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

(x) A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

(xi) An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

(xii) A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

(xiii) A letter issued by the Home Office, Border and Immigration Agency or the UK Border Agency to the holder which indicates that you are allowed to stay indefinitely in the UK when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

List B

Note: If you provide documents as described in List B, since these will indicate that you have limited leave to remain in the UK, these will need to be checked at least on an annual basis with you, to ensure that you continue to have the right to work in the UK.

(i) A passport or travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the type of work in question, provided that it does not require the issue of a work permit.
(ii) A Biometric Immigration Document issued to you by the UK Border Agency which indicates that you can stay in the UK and are allowed to do the work in question.

(iii) A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or the UK Border Agency when produced in combination with either a passport or another travel document endorsed to show you are allowed to stay in the UK and are allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or the UK Border Agency to you or the University of Oxford confirming the same.

(iv) A certificate of application issued by the Home Office, Border and Immigration Agency or the UK Border Agency to or for a family member of a national of a European Economic Area (EEA*) country or Switzerland stating that you are permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service.

(v) A residence card or document issued by the Home Office, Border and Immigration Agency or the UK Border Agency to you as a family member of a national of an EEA* country or Switzerland.

(vi) An Application Registration Card issued by the Home Office, Border and Immigration Agency or the UK Border Agency stating that you are permitted to take employment, when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service.

(vii) An Immigration Status Document issued to you by the Home Office, Border and Immigration Agency or the UK Border Agency with an endorsement indicating that you can stay in the UK, and are allowed to do the type of work in question, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

(viii) A letter issued by the Home Office, Border and Immigration Agency or the UK Border Agency to you, or to the University of Oxford, which indicates that you can stay in the UK and are allowed to do the work in question when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

*Information for Nationals from the European Economic Area (EEA)*

(i) Nationals from the following countries can work in the UK without restriction:

   Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, and the UK.

(ii) Nationals from the following countries can work in the UK without restriction, but will be asked to confirm that they have registered with the UK Border Agency within one month of starting work in the UK:

   Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia.

(iii) Nationals from the following countries can work in the UK only if they hold a valid accession worker authorisation document issued by the UK Border Agency:

   Bulgaria and Romania.
If you are Bulgarian or Romanian you will need to provide the original worker authorisation document, or any other documents that establish that you are exempt from the requirement for authorisation, before starting work for the University.

**Refugees and Asylum Seekers**

Please note that we have special arrangements in place for refugees and asylum seekers. When an application is received from an asylum seeker or refugee, the department concerned will seek advice from the University’s Head of Diversity and Equal Opportunities.

2. **Identity checks**

In addition to the documents required to prove you have the right to work in the UK, you are also asked to provide the following original documents confirming your identity:

(i) Proof of address e.g. a recent utility bill or bank statement

AND

(ii) Where specific qualifications are required for the post, either original certificates or transcripts verifying that you hold these qualifications.

3. **Confirmation of suitability for appointment**

To ensure that persons appointed to university posts are able to fulfil the duties of the post any appointment made will be subject to the employing department receiving:

(i) satisfactory written references, normally including a reference from the successful candidate’s most recent line-manager, and

(ii) confirmation from the University’s Occupational Health Service that the successful candidate is medically fit for this post (allowing for any reasonable adjustments that may be required, for example to accommodate a disability).

4. **Criminal Records Bureau**

Appointees who will be working with children or vulnerable adults will be the subject of a full screening procedure carried out by the Criminal Records Bureau.