ROYAL COLLEGE OF ART

JOB DESCRIPTION

Post: Senior Library Assistant

Directorate: ILTS

Grade: 5

Responsible to: Librarian

Background:
The Royal College of Art is the only entirely postgraduate institution of university status dedicated to research and knowledge exchange, teaching and practice in art, design, communication and humanities. Its international reputation for excellence in teaching, research and employability has been recognised for three successive years by the highly regarded QS World Ranking survey, with the College as the world’s number one art and design University in 2015, 2016 and 2017. In 2016/17 the College has more than 1,800 students registered for MA, MRes, MPhil and PhD degrees and over 400 full and part-time academic, technical and administrative staff.

The Library is one of the service divisions of IT, Library and Technical Services (ILTS) Directorate, a cross college department, which includes Technical Services, IT Services, Special Collections and AV Services.

Purpose of the post:
The post-holder will be part of a closely integrated team providing a proactive, efficient and responsive library service to students and staff as part of the overall IT, Library and Technical Services provision. The Library is based at the College’s Kensington campus, with the post-holder expected to assist with the delivery of services at Battersea and White City sites.

Main duties and responsibilities:

- To be responsible for the Inter Library Loan service including processing all requests with the British Library and other institutions, handling invoices, returning items & maintaining statistical records.

- To coordinate, check and authorise scanning requests from academic & support staff under the terms of the Copyright Licensing Agency’s Higher
Education Licence, under the supervision of a Librarian. Including scanning & uploading of cleared material to the college VLE, maintaining archive & records, preparing the annual statistical return and liaising with academic staff. To contribute to the implementation of the CLA Digital Content Store platform to manage and deliver CLA requests.

- To be responsible for handling requests for digitisation of RCA research theses through the British Library EThOS service.

- To undertake library issue desk and general enquiry work (including delivery of services at Battersea and White City campuses). Including issue, return, reservation & renewal of loans, assisting users with self-service, membership enquiries, assisting users with the library catalogue, locating books and answering basic reference queries including use of online resources where appropriate.

- To assist with basic cataloguing and classification tasks using SirsiDynix Symphony and RDA/MARC/Dewey standards.

- To add content and metadata to records on the RCA Research Repository.

- To assist with the acquisition process including receiving items and checking against supplier invoices.

- To contribute to the maintenance of the library intranet & VLE content, including the copyright cleared articles archives; and the use of social media to promote library services.

- To participate in general housekeeping activities, including processing library resources, shelf-tidying, searching for missing items, collections from main library & store rooms and annual stock-checks.

- To assist with Library digitisation projects, including the CHS Dissertations archive.

- To assist with image cataloguing of student work from the College Degree Shows.

- To attend and contribute to meetings as required and as agreed with your Line Manager.

- To support events and exhibitions as required.

- To comply with all Royal College of Art policies and procedures.
To undertake any duties consistent with your role as required and in agreement with your Line Manager.

The details of this Job Description may be reviewed from time to time according to the changing needs, functions and circumstances of the College.

Person Specification

Essential
- Significant recent experience working in an academic library service
- Good communication and interpersonal skills, both written and verbal
- Excellent accuracy and attention to detail with the ability to plan and prioritise tasks effectively
- Ability to use initiative and work independently and as part of a team
- Proven customer-focused approach in providing an efficient and helpful service
- Flexible and willing to adapt to meet changing circumstances
- Confident use of IT – including use of a library management system, Word, Excel, Adobe Acrobat and editing content on a VLE/intranet

Desirable
- Knowledge of the CLA licence and copyright issues in HE environment
- Experience of an Inter-Library Loans service
- Experience of working with self-service/RFID
- Experience of delivering a multi-site library service
- Experience of cataloguing Library resources using international standards and protocols
- Interest and enthusiasm for contemporary art, design and culture

ADDITIONAL INFORMATION
- Salary: working 35 hours, five days per week: £26,463 - £29,413 per annum inclusive of London Allowance.
- Normal hours, 35 per week, with shift patterns between 9am and 6pm and an hour for lunch. The post-holder will work one evening per week if required.
- Post holder is based at Kensington but will work at Battersea & White City on a rota basis as required.
- 25 days annual leave plus extended breaks and Christmas and Easter.

July 2017
PAY & BENEFITS

Pension
The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

Holiday
5 weeks’ (25 days) paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

Season ticket loans
Interest-free loans are available for staff to purchase annual season tickets.

Enhanced maternity and adoption pay
Qualifying employees are entitled to enhanced maternity/ adoption pay: 26 weeks’ full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Enhanced paternity pay
Qualifying employees are entitled to two weeks’ paternity leave entitlement at full pay. This compares to the statutory provision of two weeks’ pay at the statutory rate.

Enhanced sick pay
Occupational sick pay after six months' service is three months' full pay/three months' half pay.

24/7 confidential support
Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

Occupational health
Occupational Health support for the College is provided by Imperial College’s occupational health service at their South Kensington Campus.

Cycle to Work Scheme
The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government’s Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.
Childcare Vouchers
The Royal College of Art enables staff to purchase childcare vouchers, through its partner Edenred, as a salary sacrifice scheme.

Life Cover
Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

Library
All staff are welcome to join the college library.

Events
All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.