# JOB DESCRIPTION

**Vacancy Ref:** N1451

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<tr>
<th><strong>Job Title:</strong></th>
<th>Library Aide</th>
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<tbody>
<tr>
<td><strong>Present Grade:</strong></td>
<td>2</td>
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<th><strong>Department/College:</strong></th>
<th>Library</th>
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<th><strong>Directly responsible to:</strong></th>
<th>Library Space and Services Manager</th>
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<th><strong>Supervisory responsibility for:</strong></th>
<th>n/a</th>
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**Other contacts**

**Internal:**
- Individual members of the University (students and staff)
- Other Library staff
- Support services and administrative departments within the University

**External:**
- Visitors and other external Library users

**Job purpose:** to support the provision of a high quality service to Library users

**Major Duties** *(the balance of the following duties will vary)*

- sorting, re-shelving and tidying of library material
- emptying bookbins, trolleys and self-return units
- monitoring the stock security system at the Library exit; investigating any activation of the alarm system
- undertaking opening and closing routines, including the clearing of the Library building and operation of alarms
- responding to basic procedural and directional enquiries whilst at the security desk or re-shelving; referring more complex questions
- patrolling the building; recording statistics and reporting building and equipment maintenance requirements
- participating in maintaining the Library as an appropriate study environment
- assisting with stock re-location and movement of furniture and equipment
- receiving and distributing internal and external mail and deliveries
- assisting in the application of University security policy and in routines supporting the safe handling and banking of money
- any other duties appropriate to the grading of the post