



## **JOB DESCRIPTION**

**Job Title:** Assistant Librarian

**Department:** Library

**Reporting to:** Librarian

**Salary range:** £30,00 - £32,000

**Location:** The Honourable Society of the Middle Temple

**Job Purpose:** To administer the collection of UK textbooks (including e-books), official publications and electronic resources. To assist with legal information training, cataloguing and to cover the Enquiry Desk's legal reference service on a rota basis.

**Hours of work:** Full time – 40 hours per week, within the current opening hours:

Legal Term

Monday – Thursday 9.00am – 8.00pm

Friday – 9.00 – 7.00pm

Every 4<sup>th</sup> Saturday – 10.00am – 5.00pm

Legal Vacation

Monday – Friday 9.00am – 5.30pm

## **Organisational Relationships**

The Assistant Librarian reports to the Librarian, collaborates closely with library colleagues, including those of the other Inns, and works with other Inn staff members.

## **How to apply**

If you wish to apply please send your CV and a covering letter detailing why you believe you are the right person for the role to Migena Toci, Human Resources Officer at [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for applications is **Thursday 28<sup>th</sup> February 2019**.

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person.

Middle Temple is an Equal Opportunities employer.



## **Main Duties**

### **UK Textbooks and Official Publications**

- Administer the collection of UK law textbooks (print and e-books) through the selection and purchase of books and serials in consultation with colleagues
- Use relevant publishers' catalogues, websites, book reviews and other bibliographical sources to order material and to recommend stock purchases in consultation with colleagues
- Monitor the funds provided to the collection and ensure they are within budget; work with the Librarian to set the annual budget for this collection
- Maintenance of the Enquiry Desk reference collection- adding and removing titles as required
- Maintain records of ordered and missing items; ordering replacements when missing; chasing overdue items
- Maintain collections by relocating and/or withdrawing materials and cancelling standing orders in consultation with colleagues
- Administer all Official Publications: order material, oversee subscriptions and recommend material for purchase as required
- Develop and maintain current Official Publications collection: print and file relevant material and keep in good order
- Monitor developments in 'born digital' Official Publications and integrate into the collection
- Update Parliamentary and government guides and leaflets
- Contribute to the Collection Development Policy and implement changes as required
- Arrange and attend the monthly stock meetings
- Contribute to the development and delivery of training sessions, including webinars
- Assist in cataloguing new materials and retro-cataloguing projects

### **Electronic Resources**

- Assess existing databases in order to ensure their potential use is maximised, monitor new developments and investigate the acquisition of add-ons and new content as required
- Monitor new law databases, e-journals, electronic law reports, etc. for possible acquisition and integration into the current collection
- Investigate new remote access possibilities and manage existing ones
- Liaise with the Librarian to plan and manage the databases, e-journals, law reports and e-books' licenses and subscription costs
- Manage the Library iPads and e-books
- Keep track of relevant free legal electronic resources, including websites and e-content
- Assist in cataloguing electronic resources
- Compile statistics on database and other electronic resources usage

### **Enquiry Desk Duties**

- Provide a legal reference service by assisting members with their legal research enquiries (in-person, phone and email)



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- Instruct library users in the effective use of databases and online resources
- Comply with copyright and data protection regulations
- Provide member feedback about the library's services to the Librarian and colleagues
- On a rota basis, carry out Document Delivery requests

**Additional Duties**

- Shelve books and keep the library neat and orderly
- Assist with stock moves when required (some heavy lifting)
- Adhere to the Inn's approved policies and procedures, as amended from time to time
- Undertake such other duties as appropriate to the grade and character of the work as may be reasonably required



**Person Specification**

<b>Skills &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>	<p>Master's degree in library/ information studies</p> <p>At least one year experience in a law library or other legal environment providing similar services</p> <p>Experience purchasing and developing a law book collection</p> <p>Good knowledge of UK legislation and legal information resources and government publications</p> <p>Experience working with Westlaw, LexisLibrary, Justis and other legal databases</p> <p>Good awareness of the issues surrounding electronic and 'born digital' resources</p>	<p>Knowledge of the Inns and their functions</p> <p>Knowledge of best practices in user experience</p> <p>Knowledge of Moys classification and Westlaw taxonomy</p> <p>Cataloguing experience</p> <p>Experience managing law e-books and electronic resources (free and subscription-based)</p> <p>Budgetary experience</p>
<b>Skills</b>	<p>Good range of librarianship and research skills</p> <p>An understanding and knowledge of legal research methodology</p> <p>Excellent administrative skills and high level of organisation</p> <p>Strong IT literacy and analytical skills</p> <p>Knowledge of copyright and data protection regulations</p> <p>Excellent communication skills, both oral and written</p> <p>Ability to manage conflicting and competing demands effectively</p> <p>Ability to use initiative to solve problems and find solutions</p> <p>Ability to communicate effectively and appropriately with people at all levels, and to remain at ease in a high profile environment</p> <p>Training and/or presentation skills</p>	<p>Knowledge of Library of Congress Authority Files, Virtual International Authority Files, WorldCat, COPAC and other online cataloguing tools</p> <p>Knowledge management skills</p>
<b>Personal Qualities</b>	<p>Meticulous and high attention to detail</p> <p>Excellent customer service skills</p>	



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	<p>Calm under pressure, patient and measured</p> <p>Collaborative, cooperative and able to make and sustain positive relationships with colleagues</p> <p>Able to win and maintain the trust and respect of others</p> <p>Discrete and tactful</p>	
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**Important**

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

I have read and agreed this job description: