

Sotheby's INSTITUTE OF ART

Job title:	Library Assistant
Location:	Sotheby's Institute of Art - London
Reports to:	Librarian
Hours:	Full-time 35 hours per week. Monday to Friday variable work hours according to the academic year: this includes two evenings during the week, until 7pm, during term time. Application for part-time roles will be considered.
Salary:	£25,000-£26,000 per annum

The library at Sotheby's Institute of Art is looking for a responsible and enthusiastic Library Assistant to join the team.

Sotheby's Institute of Art is among the world's leading institutions offering MA and Semester programmes, online and also summer courses in contemporary art, art business, East Asian art, as well as fine and decorative art and contemporary design.

This is a small specialist library supporting teaching and learning at the Institute. It contains over 22,000 books, exhibition catalogues and pamphlets on art, 60 current periodical titles, Sotheby's and Christie's auction catalogues, Sotheby's MA dissertations as well as access to a range of specialist e-resources such as auction sales databases, image databases, e-journals, e-books, bibliographic and full text databases.

The role

To work as part of the library team assisting with the provision of a full range of library services and resources for staff and students in order to support teaching and learning.

The Library Assistant provides face-to-face user support to students and staff, and so the role requires a high level of customer service. Together with the library team, the Library Assistant supports the day-to-day operation of the library, this includes circulating resources, support maintenance of print and online collections, and also sharing responsibility for fostering a creative, collaborative and team-orientated work environment. The successful candidate must hold a CILIP accredited library and information qualification or be working towards a library related qualification.

Key responsibilities:

User support

Shares responsibility for delivering user education programme during the academic year:

- Regular issue desk and enquiry desk work
- Responding to enquiries in person as well as by email (using LibAnswers) and telephone
- Delivering library tours for groups of new students
- Providing support on using photocopiers and scanners
- Supporting user support section on library website, providing accessible user guides and information

Electronic resources

- Assisting with development and maintenance of the library website using LibGuides
- Using student portal, Canvas, to deliver library resources to students: maintaining reading lists, scanning content under the library's CLA license
- Working closely with academic staff, administrative staff and students to ensure the continuing relevance of materials and services provided
- Support of the library's discovery tool, Summon
- Maintenance of the library management system, Liberty
- Basic cataloguing and classification of books, journals, DVDs, dissertations and sales catalogues
- Assisting with day-to-day housekeeping: shelving, processing and weeding

Skills, Knowledge and Experience required

- Awareness of copyright, intellectual property rights and licensing issues
- Excellent communication and interpersonal skills required for working in a small team and for working within the wider context of the Institute
- Strong organisational skills with attention to detail
- Commitment to continuing professional development
- Knowledge of the subject areas of the library collections
- Proficiency using applications such as MS Word, MS Excel, plus a high level of comfort working with technology and troubleshooting initiative
- Working knowledge of developing websites and creating online content
- Ability to comply with all legislative and policy requirements as appropriate

Essential criteria

- CILIP accredited library and information qualification or working towards a library related qualification
- Working knowledge of using automated library systems, library applications and other information technologies
- At least one year's experience working in an academic library or equivalent service
- A proven interest in art history or art-related subject
- Ability to sit, stand, walk, travel up and down stairs, crouch, stoop and reach
- Ability to lift books
- Excellent English language verbal and written skills
- Confident public speaking skills
- A desire to work with the public

- Knowledge of using discovery tools (desirable)

Please note the following:

1. **Applicants must be eligible to work in the UK**
2. **Please submit your CV and a covering letter demonstrating how you meet the skills and experience required for this role. You must meet demonstrate how you meet the essential criteria for the role to be shortlisted.**
3. **Please submit all documents to this email address: vacancies@sothebysinstitute.com**
4. **Please state in your email where you have seen this role advertised.**
5. **Closing date for applications midnight 8 August 2021**
6. **Interviews are expected to be held on-line**