



Casual Stack Assistant – Collection Care

Candidate Information Pack



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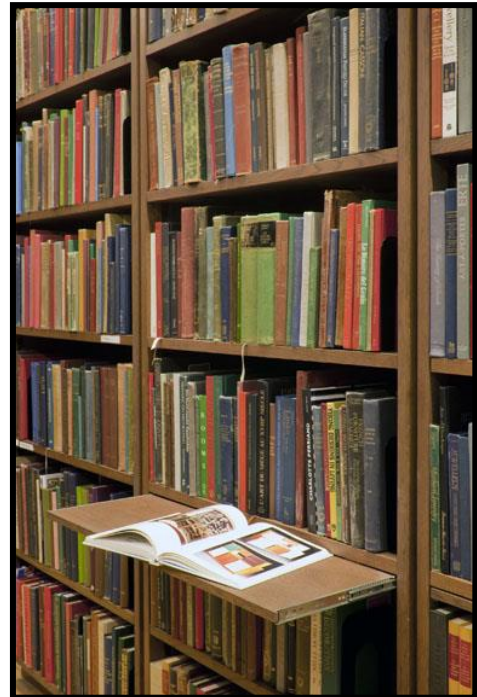
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The London Library

The London Library is a registered charity dedicated to the advancement of education, learning and knowledge by the provision and maintenance of a lending library in London embracing every aspect of the Arts and Humanities. Founded by Thomas Carlyle in 1841, it has already played a central role in the intellectual life of the nation for over 175 years.

Our mission is to support scholarship, creativity and cultural enrichment by acquiring the most important published works in the arts and humanities in each generation and discarding almost nothing from our shelves. To date the Library has amassed an extraordinary collection of over one million volumes dating from the 16th century to the latest publications.

A high proportion of the printed collections is maintained on open-access shelves where the volumes may be freely browsed, with most available for loan. A growing electronic library complements the printed collections.



Membership is open to all and we currently have just over 6,500 members. We seek to provide a prompt, reliable and courteous service, meeting and exceeding the expectations of users. Our highly-qualified and specialist staff operate in a spirit of keen collaboration with members, engaging with their individual research and reading interests whether those interests are professional or personal.

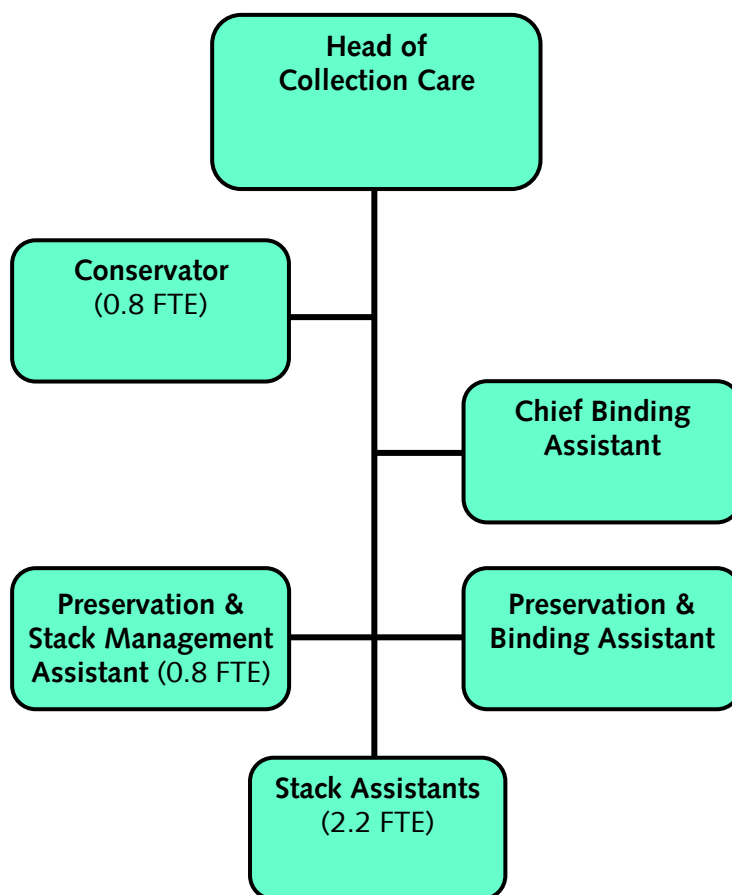
The Library is self-financing (supported by membership subscriptions, donations and bequests) and self-governing, with a committee of Trustees elected by and from the members.

For further details on the history of the Library – its members, collections and premises – visit www.londonlibrary.co.uk

Collection Care Department

The Collection Care department is responsible for the preservation of the Library's collections, ensuring that the Library's unique accumulation of book and non-book material is maintained for the enjoyment of present and future generations. There are three principal strands to the department's work: conservation, binding administration and the practical and strategic management of the book stacks. Within these areas, the department is responsible for environmental monitoring and control, emergency planning, good housekeeping, collection security, condition reporting, archival boxing and the provision of surrogates. The department has an active volunteer programme and is committed to raising staff and member awareness of collection care issues.

Departmental structure



Stack Assistant

Role: Summary

Job title:	Stack Assistant
Department:	Collection Care
Salary Band:	A
Status:	Casual part-time appointment, subject to the Library's general employment policies
Location:	St James's Square, London SW1
Accountable to:	Head of Collection Care
Key relationships:	Head of Collection Care Other members of the Collection Care department Other Library staff Occasional contact with Members of the Library
Purpose:	To assist the Head of Collection Care in keeping the book stacks clean and in good order; to help with book moves

Role: Key Duties

Stack assistance

To assist with maintaining the book stacks by:

- Re-shelving books
- Keeping the stacks clean and tidy
- Ensuring that correct shelf order is maintained
- Assisting with book moves when necessary
- Helping to monitor signage and labelling in the stacks and reporting any inaccuracies
- Reporting on areas of book congestion on the shelves and carrying out re-spacing where necessary
- Identifying any books on the shelves in need of repair or replacement, ensuring they are removed for assessment

Other duties

- To participate in the Library's emergency response arrangements
- To participate in the general work of the Collection Care team as may reasonably be required by the Head of Department
- To attend appropriate training courses to improve and extend skills base as recommended from the Library from time to time
- To carry out other duties as may reasonably be required by the Director of the Library

The job description set out above may be subject to amendment at the discretion of the Director of the Library.

Revised: February 2015, May 2017, November 2017

Person Specification

Qualifications

- Good general education to at least A-Level standard

Desirable

Essential



Experience and Knowledge

- A demonstrable interest in the physical well-being of books
- Experience of working in a library



Personal Qualities

- Patient, tidy-minded, persistent methodical approach
- Accurate and attentive to detail
- Flexible and adaptable
- Self-motivated and a team worker
- Fitness to undertake physical duties such as shelving and moving books
- Willingness to undertake routine (and often dirty) work quickly, efficiently and cheerfully
- Good memory
- Pleasant, helpful and good-humoured manner



Key Information

Hours of Work, Pay and benefits

Hours of Work

Hours of work for Casual Stack Assistants are variable based upon the needs of the Library. It is a part-time role but candidates must be able to work 7 hours on a Wednesday. The role is expected to start in early January 2018.

Salary

Point 2 on The London Library salary band A1, currently £10.24 per hour.

Meal allowance

In addition to salary, the Library gives a taxable "meal allowance" of £2.08 per day to all members of staff working a full seven-hour day.

Annual leave

Accrues at 0.107 day's leave for every 7 hours worked weekly. This is equivalent to the statutory entitlement of 28 days' leave per calendar year for full-time work including an allowance for public holidays. Casual Library Assistants are not paid for days when the Library is closed.

Training & Development

The Library is committed to the support and development of all staff. We aim to ensure that all members of staff not only have the knowledge, skills and experience necessary to be successful in their jobs, but also to fulfil their career potential.

Rest facilities

Staff-room with small kitchen and dining area offering free tea and coffee-making facilities.

Application procedures

How to Apply

Applications should include:

- A concise curriculum vitae (no more than two sides of A4 paper).
- A covering letter (no more than ONE side of paper) in support of your application stating why you are interested in the position and what you think you might contribute.
- Full contact details (address, telephone number and email address)
- Details of two employers (or one employer and one academic referee) whom we may approach for references. One of them should be your present or most recent employer. If you do not wish a particular referee to be contacted before you have accepted a conditional offer of employment, please make this clear.
- Equal Opportunities Form (available in this document and from the Library website). This form is separated from your application upon receipt and does not form part of the interview selection process.

Timetable

Deadline for applications to be received
Tuesday 21st November 2017 (by midnight)

Interviews
Friday 1st December 2017

Please send your application to:

**Ms Abby Warren
HR Administrator**

By email: vacancies@londonlibrary.co.uk

By post:
Vacancies
Casual Stack Assistant (Ref: LL/17/15)
The London Library
14 St James's Square
London
SW1Y 4LG

By Fax: 020 7766 4767

All applications will be acknowledged
(please provide an SAE or email address)

Appendix One – Equal Opportunities Monitoring Form

The London Library is committed to being an equal opportunity employer. To help us monitor and achieve this **please complete the six questions below** and send it with your application. The information you provide is used for no other purpose and will be treated as strictly confidential. This form will be separated from your application upon receipt and before selection of candidates takes place.

Monitoring Questions	Please insert answers below
1. Post applied for	LL/17/15 Casual Stack Assistant
2. Where did you hear about this vacancy? eg website, word of mouth	
3. Nationality Please tell us your nationality / prefer not to say	
4. Do you consider yourself to have a disability or long-term health condition? Please answer yes / no / prefer not to say	
5. Gender monitoring Would you describe yourself as male / female? Or prefer not to say?	
6. Ethnicity monitoring How would you describe yourself?	Please choose ONE section from A to E and add your response below
a) Asian or Asian British Indian Pakistani Bangladeshi Any other Asian background (please specify)	
b) Black or Black British Caribbean African Any other Black background (please specify)	
c) Chinese or other ethnic group Chinese Any other ethnic background (please specify)	
d) Mixed White and Black Caribbean White and Black African White and Asian Any other mixed background (please specify)	
e) White British Irish Any other White background (please specify)	
f) Prefer not to say	

Thank you for your co-operation.