

Acquisition and Discovery Assistant (1 FTE)

Role: Summary

Job Title:	Acquisition and Discovery Assistant
Department:	Acquisitions and Discovery
Salary range:	£28,333.80 - £33,056.10 FTE
Status:	Permanent post, subject to the Library's general employment policies
Hours:	35 hours per week, Monday to Friday
Location:	St James's Square, London SW1
Accountable to:	Acquisitions and Discovery Manager
Key relationships:	Staff in Acquisitions and Discovery, Collection Care, Member Services, Buildings & Facilities, IT
Purpose:	To assist in the acquisition and management of Library E-resources and print resources.

Role: Key Duties

E-Resources (Journals & Databases)

- Support the successful acquisition and seamless delivery of electronic resources to library users under the direction of the Acquisition & Discovery Manager/Head of Collections & Discovery
- Utilise relevant library systems and records to enable the effective acquisition and management of electronic resources. Activities will include providing information to assist purchasing decisions and supporting licensing, ordering and payment processes.
- Maintain access to resources for Library users. Activities will include verifying access, liaising with suppliers & Library IT, and ensuring correct metadata is presented to users.
- Handle routine enquiries relating to use of the Library's electronic collections and troubleshoot access problems, referring to senior colleagues as appropriate.
- Create accurate subscription records and maintain associated resource documentation for efficient record keeping.
- Monitor resource use and collect data for the evaluation of subscriptions.

Acquisitions and collection development

- To participate in the placing, receiving, and invoicing of items including those acquired on subscription, using the Acquisitions module of the Library Management system, passing items to the Acquisition and Discovery Librarians for cataloguing, returning damaged or incorrect items to the supplier and keeping appropriate records.
- Assist with the administration of E-books.

- Assist with processes associated with the management of the print journal collection, for example (but not limited to) checking in new issues and ensuring publications are shelved correctly, applying stamps, recording invoices, recording changes in publishers' information.
- To liaise with the Acquisition and Discovery Librarians over changes in format or title of incoming serials.
- To participate in the bibliographic checking of donated materials
- To prepare completed volumes of serial parts for binding, including creating title pages if needed, and pass completed volumes to the Acquisition and Discovery Librarians for checking.
- To ensure that damaged or incorrectly supplied items are dealt with promptly.

Other Duties

- To keep the Acquisitions and Discovery Manager/Head of Collections and Discovery apprised of difficulties that may need help in resolving.
- To assist with administrative tasks associated with cataloguing as required.
- Participate in the Library's emergency response arrangements, taking the lead where required, communicating with BFM and the Head of Collections and Discovery, as necessary.
- Provide support for the Library internal Digitisation processes as required.
- To assist with departmental projects as required by the Head of Collections and Discovery
- To assist with the disposal of unwanted items.
- To assist with service provision in the Member Services department as needed.
- Attending appropriate training courses to extend skills as recommended by the Library from time to time.
- Such other duties as may reasonably be required by the Director of Collections.

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

May 2023

Person Specification

	Desirable	Essential
Qualifications		
<ul style="list-style-type: none"> • Good general education to A level, including GCSE Maths or equivalent 		✓
Experience and Knowledge		
<ul style="list-style-type: none"> • Experience of working in a library • Basic knowledge of cataloguing • Sound knowledge and experience of acquisitions work • Familiarity with Library Management Systems • Experience of basic clerical/administrative routines 	✓ ✓ ✓	✓ ✓
Skills and Abilities		
<ul style="list-style-type: none"> • Good oral and written communications skills • Demonstrate strong IT skills (MS Office, Internet) • Attention to detail: ability to work accurately, methodically, and successfully to deadlines. • Proven ability to organise own work and time effectively • Willingness and ability to learn basic use of specialist IT packages quickly and operate them independently • Good time management skills • Good numeracy skills • Good logistical skills • Ability to identify and recommend improvements in procedures 	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Personal Impact		
<ul style="list-style-type: none"> • Organised, persistent and methodical approach • Flexible and adaptable, with an ability to get on with a wide variety of people • Fitness to undertake physical duties such as shelving 		✓ ✓ ✓

Key Information

Hours of Work, Pay and Benefits

Hours of work

35 hours per week, Monday to Friday.

The Library is open 9.30am – 9pm Monday and Tuesday, 9.30am - 5.30pm Wednesday to Saturday, and open late one Wednesday a month throughout the year.

Salary

In the range £28,333.80 - £33,056.10 FTE per annum subject to experience.

Annual leave

25 days plus 11 days when the Library is closed for public holidays.

Pension

The Library operates a Group Personal Pension Scheme. Eligibility to join and entitlement to benefits is subject to the rules of the scheme.

Life Assurance

The Library operates a Group Life Assurance Scheme, which in the event of death whilst employed by the Library, will pay out a lump sum of 4x annual salary to the employee's nominated beneficiaries.

Season tickets and bicycle loans

(subject to a qualifying period)
Interest-free loans for the purchase of season-tickets and/or bicycles for travelling to and from work.

Cash Health scheme

All employees are enrolled into our cash health scheme which allows members to reclaim the cost of medical expenses such as dental fees and prescription charges as well as access to a 24-hour employee assistance service.

Access to collections

The facility to make full borrowing use of the Library's collections (up to 15 books at a time) and online resources.

Book purchase and binding

Staff may purchase books for themselves, taking advantage of the discounts negotiated by the Library. Discounts on binding personal books may also be arranged.

Training & Development

The Library is committed to the support and development of all workers. We aim to ensure that all workers 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 and selection procedures

How to Apply

Please download the application form from our website, complete all three sections and send them **by email only in MS Word format to:** vacancies@londonlibrary.co.uk quoting reference number LL/24/03.

Timetable

Deadline for applications to be received:

20th May 2024 (by 9am)

Appendix – GDPR Privacy Notice

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

The London Library ('Company') is a 'data controller' and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information.

About the information we collect and hold

The table set out in Part A of the Schedule below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and those of our third party service providers.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see *our data protection privacy notice (employment)*.

Your right to object to us processing your information

Where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your information unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

Please contact vacancies@londonlibrary.co.uk if you wish to object in this way.

Your rights to correct and access your information and to ask for it to be erased

Please contact vacancies@londonlibrary.co.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our HR team for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our HR team will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our HR team can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Part A
Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (i.e. address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee
Information about your health, including any medical condition, health and sickness records	From you	Legitimate interest: to carry out a fair and non-discriminatory process Necessary for performance of rights and obligations in connection with employment	To carry out a fair and non-discriminatory recruitment process – to see if there are any adjustments that can be made to the recruitment process

Part B

Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers Δ</p>	<p>From your referees (details of whom you will have provided)</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p>
<p>Information regarding your academic and professional qualifications Δ</p>	<p>From you, from your education provider, from the relevant professional body</p>	<p>Legitimate interest: to verify the qualifications information provided by you</p>	<p>To make an informed recruitment decision</p>
<p>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information Δ</p>	<p>From you and, where necessary, the Home Office</p>	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to maintain employment records</p>	<p>To carry out right to work checks</p> <p>Information may be shared with the Home Office</p>
<p>Information about your health, including any medical condition, health and sickness records</p>	<p>From you</p>	<p>Legitimate interest: to ensure intrinsic elements of the role can be met</p> <p>To enter into/perform the employment contract</p> <p>Necessary for performance of rights and obligations in connection with employment</p>	<p>To ensure intrinsic elements of the role can be met</p> <p>To establish if any reasonable adjustments can be made</p>

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked 'Δ' above to us to enable us to verify your right to work and suitability for the position.