

Reading List Support Officer

Department:	Library
Grade/ Salary:	Grade 3, £26,175 - £28,461
Contract Type:	Fixed Term Until 2 nd January 2024
Hours:	35 per week (Full time)
Location:	New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants.

Please contact hr-recruitment@gold.ac.uk to make your request.

Directorate of IT, Information and Library Services

The newly formed Directorate brings together IT, the Library and Information Services, developing and drawing upon the natural synergies which exist across these areas. Working collaboratively the department delivers the technology solutions, information resources and support required to underpin learning, teaching and research at Goldsmiths, an excellent experience for all students and staff and a commitment to continuously improving the experience of our diverse population.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



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Goldsmiths Library is housed in the Rutherford Building. It offers a mix of social, group and silent study spaces together with over 200 open access computers. The building is open 24/7. It is used by over 18,000 readers: students and staff of Goldsmiths, Alumni and external users. Its collections cover the Arts, Humanities and Social Sciences and relate to the learning, teaching and research of the College. In addition to some 300,000 books and 5,800 print and electronic journals, it contains extensive audio-visual and school practice collections. These are managed alongside a growing number of special collections and archives, which reflect Goldsmith's activities and interests, as well as the Goldsmiths Art Collection.

The Library works closely with the Research Office and with Goldsmiths Press, notably in the areas of open access and alternative models of scholarly publishing. Goldsmiths Research Online Collections (which include the institutional repository, research data, digitised archives, and open access journal titles hosted on Open Journal Service) are managed by the Library.

<https://www.gold.ac.uk/library/>

Job description

Reporting to: Assistant Librarian (Digital Assets)

Hybrid working: This role allows regular remote working. 60-80% of contracted hours will normally be based on campus and decided in consultation with your line manager.

Summary:

You will work within Digital Assets as part of the Discovery Services team. This team is key to the student and academic experience and delivers an efficient and effective service in the provision of appropriately catalogued, classified, and processed resources in all formats: print, electronic and other media. This team also administers the library management system and all other systems, including the Reading list system, needed to support the work of the Library.

Main duties:

- Creating and editing Reading Lists using Talis Aspire.
- Assisting the Reading List Service Co-ordinator with advocacy and training.
- Assisting with the production of reports and statistics from Talis Aspire.
- Liaising with Subject Librarians to publicise the reading list service to the Goldsmiths community.
- Scanning library material for digitised course readings.
- Keeping accurate records of own work on appropriate systems.
- Ordering and processing new books and other library materials.
- Fulfilling inter library loan requests and scanning requests.
- Processing invoices.
- Monitoring mailboxes and managing the content efficiently and effectively.
- Other duties to support the provision of library services within the Discovery Services team.

Generic duties:

- Work on a service point as part of a rota, which may include some evening shifts, delivering exemplary customer service. Tasks will include managing reservations, and checking for missing items, etc.
- Contribute to an enhanced student experience by supporting student engagement, including attendance at events such as enrolment, Welcome Week, Open Days and graduation ceremonies. These may include evenings and/or weekends.
- Contribute to team work to ensure business continuity following the failure of, or damage to, vital services or facilities.
- At all times to comply with the Data Protection Act, and College and Service information handling procedures.
- You will be required to undertake any other duties as may reasonably be required.
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy.

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application that you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- A = Application form** **C = Certificate**
I = Interview **R = Reference**
T = Test **P = Presentation**

	Category
Essential Criteria 1 - Qualifications	
Educated to degree level or at least 2 years' experience working in a library	A, C
Essential Criteria 2 - Experience	
Experience of library work.	A, I
Experience of customer service.	A, I
Experience of using a library management system.	A, I
Experience of using electronic resources and searching bibliographic databases.	A, I
Desirable Criteria 1 - Experience	
Experience of using an online reading list system and/or virtual learning environment.	A, I
Experience of digitising texts.	A, I
Experience of delivering or helping to deliver training.	A, I
Essential Criteria 3 - Knowledge	
Knowledge of resource discovery tools and aggregated catalogues.	A, I

Desirable Criteria 2 - Knowledge	
Awareness of international metadata standards for cataloguing purposes.	A, I
Knowledge of collection management lifecycle and exploiting new technologies.	A, I
Awareness of Inclusion and Accessibility.	A, I
Awareness of copyright in an academic context.	A, I
Essential Criteria 3 - Skills	
Excellent organisational skills	A, I
Good IT skills, including MS Office.	A, I
Good team working skills and a willingness to be flexible.	A, I
High level of numeracy.	A, I
Ability to work methodically and accurately.	A, I
Ability to prioritise tasks.	A, I, T
Desirable Criteria 3 – Additional attributes	
Interest in pursuing a career in library and information management	A, I
Ability to push trolleys and shelve books to a height of two metres.	A, I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked before the first day of appointment.

For more information about the role, please contact Rebecca Randall, e-mail r.randall@gold.ac.uk

January 2023

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support and information service on a range of personal, family or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.