

JOB DESCRIPTION**Name:****Job Title:** LRC Assistant**Line Manager:** i) Librarian & LRC Manager
ii) Office Manager**Summary of Job:**

Assist the Librarian and LRC Manager in the day to day provision of a Learning Resource Centre service to students and staff.

Responsibilities:

- Supervising students to make sure the environment is conducive to study and that students are observing the Code of Conduct in both LRCs.
- Ensure students and staff receive appropriate guidance regarding access to information and resources including on-line Library subscription resources, as well as photocopying, laminating and binding services.
- Prepare new Library stock for issue. To shelve and tidy items, display new stock and help to maintain all LRC stock in good order. Assist in keeping both LRCs neat, tidy and welcoming.
- To assist students and staff in the use of computers, printers, scanners and photocopiers, and other LRC equipment.
- To prepare work and learning materials for staff and students using computers, printers, binders and photocopiers as necessary, and carry out off air recordings as required. Be up to date and aware of current licensing conditions/copyright for recording, photocopying and computer software and help to ensure that these conditions are met.
- To assist in setting up LRC equipment when required by staff, for teaching, learning and College functions.
- To assist with opening and closing routines, computer bookings and other daily admin tasks.

- Carry out any other tasks that may be reasonably required by the Principal or the LRC Manager, from time to time.