



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, regular patrolling and helping to ensure that the environment is conducive to study and that students are observing the Code of Conduct in both LRCs.
- Staffing desks in both LRCs as required on staff rotas.
- Issuing, returning and renewing resources using the Library Management System, and assisting staff and students at the self-service desk when needed.
- 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.
- Producing LRC publicity and presentation materials in both printed and online formats, under the direction of the Librarian and LRC Manager.
- Prepare new Library stock for issue. Shelve and tidy new and returned items, display new stock and help to maintain all LRC stock in good order. Assist in keeping both LRCs neat, tidy and welcoming.
- Assist students and staff with 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. Be up to date and aware of current licensing conditions/copyright for recording and photocopying and help to ensure that these conditions are met.
- To assist with opening and closing routines, computer bookings and other daily admin tasks.

- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
- Carry out any tasks that may be reasonably required by the Principal or the LRC Manager, from time to time.