

Graduate Library Trainee (SCONUL)
Learning Resources
1 Year Fixed Term

The Glasgow School of Art

The Glasgow School of Art is one of Europe's leading higher education institutions for creative education and research. We are organised into four Schools - the School of Design, the School of Fine Art, the School of Simulation and Visualisation, and the Mackintosh School of Architecture. The School has over 350 full and part-time staff and has an annual turnover in excess of £20 million. Over 84% of academic staff are research active.

Our distinctive, specialist, practice-based education in architecture, design and fine art is internationally recognised. Over 20% of our 1,900 student are international and the School continues to be an institution of choice for many Scottish students, reflecting the important role the institution has within Glasgow and nationally within Scotland.

The GSA is an environment in which difference is encouraged and diversity of background and approach is valued. We share a passion and concern for visual culture and this is central to our vision to provide world-class creative education and research which make a significant economic, educational, cultural and social contribution.

The Library

The Library is part of the School's Learning Resources Department which also includes Archives and Collections, the Computer Centre, and eLearning.

The Library holds one of the leading art, design and architectural collections in the United Kingdom. Having existed since the foundation of the School in 1845, it holds over 60,000 items in the print collections with several thousand e-journals and e-books in the digital library.

The department received national recognition in 2010 when it won the Outstanding Library Team category of the Times Higher Education Leadership and Management Awards.

The Role

Job Title	Graduate Library Trainee (Full time one year post)
Location	Library
Reports to	Academic Liaison Librarians

Purpose

This post is suitable for graduates wishing to gain practical experience of library work before taking a university course in librarianship, information science or a related subject. It provides an overview of library work in a busy Small Specialist academic library.

The purpose is to support the library team in general, and the academic liaison librarians in particular, in providing an information service to staff and students.

This post operates under the SCONUL Code of Practice. As such, we undertake to:

- provide trainees with an overall view of the library operation, including its relationship with other libraries, so that they can appreciate how different elements within the library are integrated;
- provide work experience in the day-to-day operation of an academic library;
- provide structured training by giving work experience in several areas of the service and/or by participating in a formal internal training programme. Training would include experience of other sections of the Learning Resources department including Archives, Collections and eLearning.

Principal Accountabilities

The principal duties and responsibilities of the post holder are as follows:

- Dealing with enquiries under supervision by using the library collection, online and web resources in order to provide an efficient prompt service to students and staff;
- Assisting collection development, selecting new material and identifying material for withdrawal;
- Cataloguing new material for the library collection, so that all new material is processed quickly and is available for library users;
- Taking part in general induction presentations and other events to promote the service including:
 - Assisting with the delivery of course and project specific workshops;
 - Assisting with delivery of occasional lunchtime or evening sessions on collections/electronic resources/research skills;
- Processing and responding to purchase suggestions from students, staff and researchers in a professional and timely manner
- Assisting with general library administration duties including the issue and return of materials, renewals, re-shelving etc. This could include occasional duties outside of core hours.
- Any other duties commensurate with the grade and nature of the post.

Experience/ Qualifications/Skills

- Educated to degree level;
- A demonstrable interest in librarianship and information provision and in pursuing this as a career;
- Ability to work quickly and accurately;
- Excellent verbal and written communication skills;
- Relevant experience of customer service and administrative duties;
- Good level of IT skills including keyboard skills and experience of Microsoft Office;
- Good interpersonal skills;
- Capable of working under own initiative as well as part of a team;
- Organised methodical approach to work with good attention to detail;
- Ability to work to deadlines and remain calm under pressure;
- Ability to handle and move library materials and an awareness of health and safety issues in a library environment;
- A strong commitment to diversity and equality.

Organisational Chart

See Appendix 1

Relationships**Internal**

- Head of Learning Resources
- Academic Liaison Librarians
- Learning Resources team, including Archives and Collections Centre staff
- Staff at all levels
- Students at all levels

External

- External Library members

Terms and Conditions

Contract:	12 months fixed term with a 6 month probationary period.
Probationary Period:	It is recognised that there is an inevitable “settling in” period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions and interview and as set out in the Job description.
Hours of Work:	35 hours per week. Occasional evening working may be required
Salary:	Grade 2 £16,341 - £18,777 per annum
Holidays:	30 days plus 11 statutory holidays per annum
Pension:	Option to join Local Government Pension Scheme
Notice Period:	1 month

Appendix 1

