



Coventry City Council

## Job Description

<b>Post:</b>	Cataloguing Assistant	<b>Job Number:</b>	Y5579D
<b>Service:</b>	Libraries and Information Services	<b>Post Number:</b>	025287
<b>Location:</b>	Stock Development Unit, Central Library	<b>Grade:</b>	3

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

Under the supervision of the Stock Development Manager works as a member of the Stock Development Team, with specific responsibility for cataloguing and Inter Library Loans.

### Main Duties and Responsibilities:

1. Undertakes cataloguing and ordering of all types of library materials, including foreign language materials, requests, donations, items purchased from visits to suppliers, etc., via input to the Library Management System.
2. Checks items for ordering and/or cataloguing by referring to the computer system and/or bibliographical lists, to ensure accuracy of detail and to prevent duplication of ordered materials.
3. Compiles and despatches (to suppliers) orders for books, audio books, DVDS and other library materials. Monitors and cancels orders, as appropriate, using the library computer system. Refers queries to suppliers as appropriate.
4. Unpacks and checks received orders, donated items and library materials from other sources, referring queries to the appropriate supervisor.
5. Checks items received against orders and invoices and refer queries to the appropriate supervisor.
6. Places internal reservations arising from orders on the Library Management System in liaison with the Stock Development Manager(s).
7. Assists in the distribution of received library items to library service points.
8. Amends and edits catalogue database records, as directed by the Stock Development Managers.
9. Operates the Inter-Library Loan (ILL) service, using UNITY and other libraries and organisations files ensuring customer satisfaction and operational efficiency. This includes communicating with Libraries and/or Service Points as to the progress of Requests. Also unpacking, processing and returning items received from other Libraries; processing requests for loans from other Library services nationally; monitoring return dates for items borrowed by our Library Service, arranging renewals and sending overdue reminders; maintaining ILL statistics to comply with Cipfa annual requirements.
10. Puts forward suggestions for, and participates in, discussion of improvements in service.

11. Attends relevant training for cataloguing and other mandatory training.
12. Responds helpfully to queries and complaints from library staff in other service points, either directly or by referral to a senior member of staff.
13. Undertakes work in other areas of Stock Development Unit as directed.
14. Any other duties and responsibilities within the range of the salary grade.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** Stock Development Manager(s)

**Date Reviewed:** 17/02/2021

**Updated:** 23/02/2021



Coventry City Council

## Person Specification

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<b>Service:</b>	Libraries and Information Services	<b>Post Number:</b>	025287
<b>Location:</b>	Stock Development Unit, Central Library	<b>Grade:</b>	3

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• The ways in which libraries serve the community.</li><li>• Equal Opportunities and how it is applied in the workplace.</li><li>• IT applications.</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to demonstrate an understanding of alphabetical and numerical arrangement, e.g. use of filing systems.</li><li>• Ability to record information in writing so that other people can understand it, e.g. completion of forms, emails.</li><li>• Verbal communication skills, e.g. dealing with enquiries by listening, seeking clarification, giving information face to face, giving and receiving information by telephone.</li><li>• Ability to put customer care into practice, treating all users of the SDU in a welcoming and courteous way and responding to differing requirements for the service.</li><li>• Ability to be trained in the library computer procedures.</li><li>• Ability to show a flexible approach to supporting other team members.</li><li>• Ability to work with accuracy to deadlines.</li><li>• Ability to work with minimal supervision and to recognise when to refer to a supervisor.</li><li>• Ability to keep an office and its contents in good order.</li><li>• Ability to sort and distribute incoming information and internal/external mail, e.g. memoranda, leaflets, requests from other library authorities, etc.</li><li>• Ability to move or lift library stock.</li><li>• Ability to work to a high level of accuracy.</li><li>• High level of organisational skills.</li><li>• Able and willing to travel to other libraries in the service, e.g. staff meetings, courses, stock work.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Working in an office or library environment.</li><li>• Dealing with invoices, orders etc.</li><li>• Experience with IT packages.</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>•</li><li>•</li></ul>
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<b>Special Requirements:</b>	
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**Date Reviewed:** 17/02/2021

**Updated:** 23/02/2021