

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Library Information Adviser	Post Number:	CS1377P
Daily Supervision:	Library Manager	Grade:	CSS Scale 4/5
Department:	Library and Careers Guidance	Last Updated:	July 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To provide support, advice and training to enable students to utilise the library and online resources, supporting them to become independent learners.

To act as a key contact for specific curriculum areas, managing resources and ensuring that the Library provides access to resources relevant to the college curriculum including higher education.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. To actively liaise with staff in specified curriculum areas and Units to ensure that the Library provides relevant printed and electronic resources to students and staff.
2. To be responsible for collection management in specified curriculum areas through regular resource reviews, liaison with teaching staff and stock checks in collaboration with curriculum staff and Library team members.
3. To promote library and learning resources to staff and students in person and online through printed and online guides, newsletters and other mechanisms
4. To develop and maintain access to subject resources and study skills information via the Libguides platform and the online reading lists (WMS); to maintain awareness of accessibility legislation and its application to library services.
5. To provide support and expertise in the utilisation of general and subject specific library and learning resources to students and staff for all academic levels including higher education through a range of methods including but not limited to; enquiries in person, phone, email, ticket and live chat.
6. To develop, deliver and promote library & study skills sessions to students and staff in person or online as appropriate. E.g Referencing, Resources to support assignments, evaluating resources etc
7. To deliver library and study skills sessions to groups of students in classrooms or virtually
8. To provide 1-2-1 library and study skills support to students and staff in person and virtually.
9. To deliver induction sessions in the Libraries and in classes as required.
10. To evaluate, monitor and manage library and learning resources in all formats ; including but not limited to; Books/eBooks, Journals/eJournals, databases, eResources and video material on the College media platform.
11. To provide administrative and library technical support to ensure access to resources including but not limited to Libguides, EBSCO, WMS and online resources.
12. To maintain awareness of copyright legislation and provide information and advice to staff and students as appropriate.
13. To support reading and literacy through the promotion of reading for pleasure and English language activities.
14. To support cross College enrichment activities through promotions, displays and activities.
15. To work with the Careers Guidance Team to promote careers resources including the careers zone.
16. To undertake Help Desk and Library duties according to Unit procedures and guidance.
17. To assist with the supervision of the daily operations of the Library Assistants, taking supervisory responsibility when appropriate.
18. To undertake cataloguing and classification of learning resources.
19. To train and update Library staff on the range of specialist resources and their applications.
20. To work occasional evenings and weekends during the year to provide library services, library induction or study skills sessions as detailed in team staffing rotas.
21. To assist in Unit preparation for subject-specific validations and quality reviews/inspections.
22. To implement and meet the Unit service standards and customer care requirements
23. To contribute to establishing and maintaining an appropriate safe and secure, welcoming and attractive environment for student-centred learning and maintain good student behaviour.
24. To operate opening/closing down and security procedures.
25. To keep up-to-date with College policies/plans and to contribute to Learning Resources Unit strategies, plans and developments.
26. To participate in College-wide activities and College events and campaigns as appropriate, including Open Days / Evenings and enrolment.
27. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
28. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
29. To maintain quality standards appropriate to the post.
30. To conform with the Health and Safety requirements relevant to the post.
31. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Educated to Level 4 with a relevant qualification e.g. HNC	A
2	Recognised L2 IT Qualification e.g. ECDL	A
3	Recognised Library/Information qualification OR sound working knowledge of the library sector	A/I
4	Awareness of generative Artificial Intelligence and using it responsibly	A/I/T

	Skills/Abilities – Interpersonal	PSM
5	Excellent interpersonal skills and the ability to communicate with people at all levels	A/I
6	Ability to work as a member of a team and on own initiative	A/I
7	Good organisational and time management skills	A/I
8	Customer care skills	A/I
9	The ability to work in a non-discriminatory manner	A/I

	Experience	PSM
10	Relevant experience in a customer service environment	A/I
11	Recent relevant library/learning resources experience	A/I
12	Working knowledge of library resources e.g. journals, databases and online resources	A/I/T

	Work Related Circumstances	PSM
13	Ability and willingness to undertake relevant staff development	A/I
14	Flexibility of hours and willingness to travel to and work at all Lincoln College campus locations	A/I

	Skills/Abilities - Other	PSM
15	Presentation skills and the ability to deliver training	A/I/T
16	Appropriate information, research and IT skills to undertake duties	A/I/T
17	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
18	The ability to promote equality, diversity and inclusion throughout all aspects the role	A/I

Prepared By:	Rachael Adair – Head of Library and Careers Guidance
Date:	July 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

