**INNER TEMPLE LIBRARY**

### Job Description

Graduate Trainee (Library)

**Job purpose**

The post holder will be responsible for providing and supporting a range of reader services to a professional standard while obtaining experience and training in a broad spectrum of library duties.

Comprehensive training in library operations will be provided with particular focus on the use of legal information sources, both online and hard copy.

**Duties:**

**Enquiry Point**

1. Dealing with personal, telephone and email enquiries. Working towards in depth and complex legal enquiries with training.
2. Assisting readers in their use of printed materials, online resources (such as the Library catalogue, free and subscription web resources) and all other services and facilities.

(Full training in the use of legal and other information sources will be provided.)

1. Fulfilling document supply requests for library users: copying & dispatching materials; creating and sending invoices.
2. Enquiry Point cover as part of a duty rota. Half a day will be spent at the Enquiry Point each day. The role includes 1 evening duty per week (until 8pm) and occasional Saturdays (10am-4pm).

# Photocopying

1. Carrying out general photocopying for library services.
2. Monitoring supplies of photocopying paper and liaising with the Library Administrator on maintenance of supplies.

#### Binding

1. To support the Senior Library Assistant with the selection and preparation of items for binding, rebinding or repair. Working to patterns as agreed with the binding company.

**Serials administration**

1. Serials administration using Sirsi Dynix – checking-in continuation titles on a daily basis.

**Collection maintenance**

1. Processing of monographs.
2. Cataloguing as required (under supervision) using Sirsi Dynix.
3. Stock moves and stock checks as required.
4. Re-shelving library materials in the main library and two basement stores.
5. Ongoing filing of loose-leaf publications.
6. Alternating with Senior Library Assistant, monthly checking of the current English legal textbooks collection.

**Outreach & Student activities**

1. Assisting with tours for prospective members and activities for new Bar students.

**Library Space**

1. Carrying out regular checks of the Library to ensure tidiness, correct book order, correct signage and labelling etc.

## Other Duties

1. Item retrieval from library store areas (on site).
2. Contributing to Library displays and the Library’s social media channels.
3. Opening mail and other deliveries.
4. Carrying out other tasks as required.

This post reports to the Librarian and Keeper of Manuscripts.

April 2025

**Person specification**

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| **Criteria** | **Essential or Desirable** | **Assessment method (Application/Interview)** |
| **Experience and knowledge** |  |  |
| University degree or equivalent/ experience of working in a library | Essential | Application |
| Experience in using MS Office | Essential | Application |
| Experience of working in a customer-facing environment | Desirable | Application/Interview |
| Interest in pursuing library or information work | Essential | Application/Interview |
| **Communication** |  |  |
| Listens and asks questions to understand others’ viewpoints | Essential | Interview |
| Written communication is clear, correct and concise | Essential | Application |
| **Delivering Quality Work** |  |  |
| Capable of completing daily tasks involving moving books, shelving books and pushing book trolleys | Essential | Application |
| Can work effectively and efficiently under pressure with a range of library users | Essential | Interview |
| **Time Management** |  |  |
| Adapts to changing work priorities effectively | Essential | Interview |
| **Initiative and Improving** |  |  |
| Has self-awareness and seeks ways to reflect on mistakes and improve | Essential | Interview |
| **Teamwork and Collaboration** |  |  |
| Able to work successfully as part of a team | Essential | Interview |
| **Decision Making and Judgement** |  |  |
| Can make decisions without having to regularly check with Line Manager | Essential | Interview |
| **Institutional Knowledge** |  |  |
| Respects the Equality, Diversity and Inclusion agenda | Essential | Interview |

**Terms of Employment**

Annual salary: £27,500

Type of contract: Fixed term

Following successful completion of a probationary period, a two-year extension to the role may be available to enable the post-holder to complete a part-time postgraduate Library Studies Course from a UK-based CILIP-accredited Masters level programme.

Location of work: Onsite at Inner Temple Library, Crown Office Row, Inner Temple, EC4Y 7HL

Annual leave: 25 days’ holiday (plus Public Holidays and discretionary Christmas closure)

Working hours: You will work 5 shifts of 7 hours between Monday to Saturday with appropriate paid study time during term time.

Your normal working hours will include 1 evening per week on the Enquiry Point and 1 in 4 Saturdays.

**Employee Benefits:**

Private health scheme (available on employee request)

Pension scheme (15% employer contribution)

Employee Assistance Programme and Wellbeing activities

Season ticket loan or cycle to work scheme after completion of probation

Lunch provided free of charge daily when Inn’s kitchens are open; a taxed daily luncheon allowance provided when they are closed

Group Life Assurance

Group Income Protection