

## THE HONOURABLE SOCIETY OF THE INNER TEMPLE

### JOB DESCRIPTION

<b>Job title</b>	Assistant Librarian (Acquisitions)
<b>Department</b>	Library
<b>Reports to</b>	Librarian and Keeper of the Manuscripts
<b>Responsible for</b>	Senior Library Assistant
<b>Main purpose of role</b>  Responsible for overseeing and managing all library acquisitions and serials operations.  This post also plays a key role in the provision of general library and legal enquiry services as part of the Enquiry Desk rota.	

<b>Duties and responsibilities</b>
<b>Line Management</b> <ul style="list-style-type: none"><li>• Line management responsibility for one Senior Library Assistant.</li></ul>
<b>Reader Services</b> <ul style="list-style-type: none"><li>• Dealing with personal, telephone and email enquiries and document supply service requests. Including specialist in depth or complex legal research enquiries.</li><li>• Assisting with Library tours for barristers, students, pupils, clerks and visitors.</li><li>• Assisting readers in their use of printed materials, online resources and all other services and facilities.</li><li>• Enquiry Point duties as part of a rota, including some late evening duties and occasional Saturdays.</li><li>• Responsible for the administration of document supply services for members.</li><li>• Responsible for maintaining records of book loans.</li><li>• Overseeing the updating of loose-leaf publications.</li><li>• Providing support as required in re-shelving books.</li></ul>
<b>Internet</b> <ul style="list-style-type: none"><li>• Updating the Library's current awareness service as part of a rota.</li></ul>

**Acquisitions**

- Use of SirsiDynix Symphony to oversee the day-to-day management, development, and effective use of the of the Serials and Acquisitions modules.
- Responsible for placing orders, standing orders and subscription renewals for books, new editions, periodicals and works of continuation for the Library. Ensuring that these items are delivered to the Library in a timely way when published.
- Liaising with library suppliers. This includes meetings with representatives from the main legal publishers and agents. Keeping the Librarian informed of ongoing problems.
- Responsible for maintaining accurate records of acquisitions processes and keeping a complete record of all standing orders and subscription titles with each supplier.
- Responsibility for chasing overdue items where claims need to be escalated and running weekly and monthly serial and acquisitions reports on the Library Management System.
- Monitoring the output of legal and other publishers in order to identify new editions of titles already held
- Producing lists of new editions for consideration by the Books Sub-Committee.
- Maintaining Commonwealth holdings including legislation, law reports and texts.
- Monitoring library expenditure on the books, publications and Commonwealth acquisitions budget codes monthly. Preparing analyses reporting to the Librarian. Overseeing the preparation of invoices and statements of accounts for payment.
- Keeping the Senior Library Assistant informed of changes required to records on the acquisitions and serials modules.

**General**

- To be flexible within the broad remit of the role and undertake any other duties commensurate with the grade and level within the organisation

## PERSON SPECIFICATION

	<b>Essential (E) or Desirable (D)</b>	<b>Assessment method</b>
Experience of working in a library or information service	E	Interview / Application
Legal library experience	D	Interview / Application
Line management or supervisory experience	D	Interview / Application
Ability to conduct research	E	Interview / Application
Experience of library acquisition processes and third-party supplier liaison	E	Interview / Application
Experience of stock selection and evaluating resources	E	Interview / Application
Familiarity with Library management systems	E	Interview / Application
<b>Skills and abilities</b>		
Proven ability to work with accuracy and strong attention to detail	E	Interview
Effective communication skills, face to face, over the phone and in writing	E	Assessment / Interview / Application
IT Literate (MS Office, Library systems, databases)	E	Interview / Application
Strong numeracy and literacy skills	E	Interview
Has excellent organisational and time management skills with the ability to work proactively and with initiative	E	Assessment / Interview
Team player	E	Interview
Ability to deal with a range of stakeholders both internal and external		
<b>Education and training</b>		
Library-relevant degree, other relevant qualification or significant experience in the sector	E	Application/ Proof of qualification
<b>Other requirements</b>		
Able to demonstrate a commitment to the values and objectives of Inner Temple	E	Interview
Willing to work occasional unsocial hours as required, including an Enquiry Point duty until 8pm	E	Interview

<b>Date of last update</b>	March 2026
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## **Terms of Employment**

Annual salary:	£43,978
Location of work:	Hybrid – 4 days on site and 1 day at working from home. Day to be agreed with line manager
Annual leave:	25 days' holiday (plus Public Holidays and discretionary Christmas closure)
Working hours:	35 hours per week during our operational hours, this will include occasional evening and Saturday weekend shifts.

## **Employee Benefits:**

Private health scheme

Pension scheme (15% employer contribution)

Season ticket loan or cycle to work scheme available 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