# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Reading List Assistant</th>
</tr>
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<tbody>
<tr>
<td>Department / Unit</td>
<td>Library</td>
</tr>
<tr>
<td>Job type</td>
<td>Casual</td>
</tr>
<tr>
<td>Grade</td>
<td>2</td>
</tr>
<tr>
<td>Accountable to</td>
<td>Reading List Project Manager</td>
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</tbody>
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## Purpose of the Post

The Library has an online Reading List system, which provides easy to access information on reading materials for all course modules. This post holder will (as part of a team) have responsibility for inputting reading list materials in to the System, to a high standard and indicating where additional stock is required.

## The main responsibilities of the post are:

Following a set of instructions, input resource information from course module reading lists in to the Library’s online Reading List system (Talis Aspire).

## Key Tasks

Under the supervision of the Reading List Project Manager and staff in the Library Academic Liaison team, assist with the process of inputting reading list materials into the Reading List system.

2. Working as part of a team, ensure details and the quality of the data entered is high.

3. Carry out (where appropriate) checks of reading list content against current stock, highlighting and pricing items where additional stock is required.

4. Carry out administrative tasks, such as checking team emails, as required.

## Service wide responsibilities

5. Assist with further development and project work, as appropriate

6. Such other duties as the Librarian may reasonably require.

7. Maintain high standards of dress, punctuality, integrity, honesty and politeness to Library users.

## Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.