



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Collections Assistant  
**Fixed-Term/Permanent:** Permanent

**Department/Division:** Library / DSIG  
**Accountable to:** Collections Digitisation Manager

### Job Summary:

The Library is organised into two Groups – Collections & Academic Services and Digital Scholarship & Innovation. Teams within the Groups focus on particular areas of expertise and service delivery, working collaboratively with other teams across the Library. The role of the Digital Scholarship & Innovation Group (DSIG) is to develop our digital services and explore ways in which the Library can support research, learning and teaching in new ways in a digital environment.

Within DSIG, the Collections Assistants are part of the Collection Management team and are responsible for preparing and digitising materials to support digitisation services to a high standard, answering enquiries relating to digitisation services, fetching, shelving and handling archives and special collections materials, and supporting the digital delivery of requested material in response to user queries.

The role requires multitasking while maintaining an eye for detail. The day-to-day tasks require proficiency with a variety of technologies and being prepared to renew skills and knowledge as those technologies advance.

### Competency / Other Headings

#### Specific Responsibilities

1. Reshelve archives and special collections materials and keep the collections in good order. Assist with reshelving returned books and journals if required.
2. Complete timetabled fetch requests for archives and special collections located in library stores according to agreed handling standards.
3. Use specialist knowledge to undertake physical collection analysis, preparing material to be digitised or for digital consultation.
4. Be responsible for digitisation of Library and archival materials, using specialist equipment and knowledge.
5. Be responsible for quality control to ensure items are photographed/scanned to agreed standards with clear images, following established procedures.
6. Develop expert knowledge for digitising collections and using specialist equipment, sharing with colleagues as appropriate
7. Be responsible for managing own workload and prioritising allocated tasks
8. Maintain and update workflow and document tracking records on spreadsheets and report on progress of work as requested,
9. Review processes and service delivery and make recommendations for improvements to Collections Digitisation Manager and Collections Manager.



10. Undertake manipulation and evaluation of data according to agreed standards.
11. Liaise with colleagues in Digital Library and Archives & Special Collections teams to ensure accurate and timely delivery of digital materials according to service agreement.
12. Communicate with researchers to ensure accurate and timely delivery of requested content.
13. Use initiative to answer researcher enquiries and to solve a range of common problems relating to digitisation and reading room services, referring complex problems to the Collections Digitisation Manager.
14. Use knowledge to solve problems with digitisation software and equipment. Use judgement to escalate to the Collections Digitisation Manager when necessary.
15. Participate in Group and team meetings.
16. Participate in Library project teams and working groups as required.
17. Provide induction, training, and support to team members

### **General Responsibilities**

1. Deal with user enquiries in accordance with training and library policy
2. Provide a friendly and efficient service to a wide range of library users
3. To undertake other duties in support of the work of the Library as may be required, particularly as services develop and change.

### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.