



Job description			
Job title	Library Advisor		
Grade	E		
Directorate	Resources		
Service/team	Library Service		
Accountable to	Library Supervisor		
Responsible for	The Effective running of daily Library tasks		
JE Reference	A3683	Date Reviewed	

### Purpose of the Job

Work as a member of Knowsley Library Service to provide quality reading, learning and information services. To promote the library and its activities as a resource for the whole community. Reporting to the appropriate line manager, you will be engaged in a wide variety of tasks involving delivering services to customers, and supporting staff and work placements where appropriate,

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Provide first line help for customers to access books, reading, learning, information, and digital technology.
- Supervise appropriate staff and work placements.
- Have a good knowledge of library stock and resources to deal with requests, enquiries and to promote stock to customers.
- Organise and participate in the maintenance, presentation, and promotion of library stock. Assist where appropriate in their selection and evaluation.
- Assist with, and deliver, the provision of community engagement activities, such as readers and learners' groups.
- Engage with children and young people, and deliver a range of children's activities, including story times and class visits.
- Support customers in evaluating information including currency, relevancy, and accuracy.
- Support library customers in the use of computer software applications and hardware including the use of the internet and online resources.
- Organise, select, and prepare resources for home delivery rounds.



- Operate all library procedures and processes, including the handling of money.
- Forward comments and complaints promptly to the appropriate manager
- Provide training to appropriate staff.
- Consult with appropriate agencies and council services when requested.
- Work the rota hours required to maintain library opening hours.
- Open and secure buildings including key holding where necessary.

### Knowsley Better Together – Staff Qualities



### Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction, or interference.
- Report actual or potential security incidents.