Library Student Assistants Initial training will be offered in one of the areas of Collection Support, Enquiries Desk Support and Rover Support.

Library Student Assistants will be expected to undertake duties as assigned from across the whole list below and over time will receive training in other specialist tasks.

- Help clients to access to Library lending services especially the self-check facilities.
- Transact loans for clients that cannot be carried out at the self-check facilities.
- Assist clients to access Library resources and facilities (e.g. catalogue, study rooms, computers and printers).
- Provide directional assistance to clients.
- Pass on feedback from clients to the relevant Library Supervisor.
- Help provide a safe Library environment by reporting hazards, incidents & emergencies.
- Accept and receipt and transfer lost property as appropriate.
- Loan polar cards and clear polar pins.
- Clear and check items on the hold shelf.
- Do floor pick-ups and shelving.
- Perform searches for items.
- Distribution of Library mail.
- Scan print resources.
- Collate statistics.
- Clean Library facilities include computer screens, study desks and gate sensors.
- Tidy shelves and check order by shelf reading.
- Identify library resources in need of repair.
- Undertake project work as assigned.
- Provide assistance as requested by clients.
- Provide proactive library technical support to clients.
- Provide proactive library information support to clients.
- Report library technical issues.
- Report furniture damage and photocopier issues.
- Oversee general floor tidiness.
- Replace barcode and spine labels.
- Assist with Library evacuations.