RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **Stock & Bibliographic Services Practitioner**

Grade: **G04**

Directorate: **Children and Families**

Department: **Living Well Rutland**

Responsible to: **Stock & Reader Development Officer**

Purpose of the Job:

To provide practical support for the management, organisation and development of library stock and bibliographic services across Rutland Library Service, ensuring collections are accurately processed, well maintained, organised and accessible to customers.

To undertake a range of practical stock, administrative and bibliographic duties, including stock processing, editing, reservations, Inter-Library Loans, stock record maintenance and basic cataloguing.

To support reader development and wider library service projects, including contributing to promotional activity, Local Studies and other project-based work as required.

Main Responsibilities:

1. To undertake practical stock management duties across Rutland Libraries, ensuring stock is accurately processed, organised and presented in accordance with agreed procedures.

2. To undertake stock and bibliographic processing, including maintaining and amending catalogue and stock records, basic cataloguing, stock editing, repairs, processing and relocating stock, in accordance with established procedures.

3. To monitor stock rotation activity through the Axiell Library Management System, identifying and flagging issues or overdue movements and liaising with Library Practitioners to support agreed stock movements to be completed accurately and promptly.

4. To monitor reservations and shelf-check responses, following up unfulfilled reservations, locating and processing available items, and identifying and/or escalating items that require ordering or other action.

5. To support the preparation of stock for library displays, themed collections and promotional activity, selecting and preparing stock in response to agreed themes and campaigns.

6. To contribute to projects supporting the organisation, management and promotion of library collections across Rutland Libraries and off-site locations, including Local Studies, reserve collections and educational resources for schools.

7. To undertake routine back-office and administrative duties associated with stock, bibliographic and reader development activity, working collaboratively with Library Practitioners and Library & Community Access Workers to maintain accurate records, process stock and complete associated tasks.

8. To work across all four libraries and to provide occasional front-line cover, supporting staff by assisting customers with information and research enquiries.

9. To administer the day-to-day operation of the Inter-Library Loan service, coordinating requests, maintaining accurate records and liaising with library colleagues and external library services, escalating complex or exceptional issues to the Stock & Reader Development Officer.

10. To support the physical movement, relocation and redistribution of library stock between library sites and other locations, ensuring stock is handled appropriately and accurately recorded in accordance with agreed procedures.

11. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

12. Take reasonable care of your health and safety and that of other people who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating, and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Behaviours and outcomes:

Work collaboratively across Living Well Rutland and children's services as a whole, to ensure a joined up, consistent service that adds value to the Rutland community.

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Be ambitious for Children, Young People and families and champion best practice to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions:

Responsibility for the day-to-day administration of stock requests, rotations and the Inter-Library Loan service and accurate maintenance of relevant stock records.

Responsibility for allocated stock and collections activity, including editing, processing, organisation, presentation and basic cataloguing.

No direct line management responsibility, but providing practical guidance to colleagues and supporting volunteers with agreed stock-related activities as required.

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Qualification in English, Maths (minimum grade C or equivalent).	A/D
Qualification in information and library services, community learning or equivalent relevant experience.	A/D

Desirable	Method of Assessment *
Certified Membership of CILIP	A/D

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EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of processing, sorting, organising or maintaining physical resources or materials.	A/I
Experience of working with computerised systems and maintaining accurate records.	A/I
Knowledge of the role of public libraries and the range of services they provide to their communities.	A/I
Experience of dealing with customer enquiries, either in person, by telephone or through other communication channels.	A/I
Experience of following established procedures for processing, recording or maintaining information or resources.	A/I
Experience of carrying out routine administrative or back-office tasks within a busy service environment.	A/I

Desirable	Method of Assessment
Experience of working in a library, bookselling, retail, cultural, heritage or similar environment.	A/I
Experience of using the Axiell Library Management System or similar library management systems.	A/I
Experience of stock editing, processing, reservations or basic cataloguing.	A/I
Experience of using spreadsheets, databases or other information systems to maintain accurate records and retrieve information.	A/I
Experience of supporting library activities, projects, displays or promotional activity beyond routine frontline service delivery.	A/I
Knowledge of contemporary literature, reading trends and/or reader development.	A/I

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SKILLS

Essential	Method of Assessment *
Good ICT skills, with the ability to use Microsoft Office applications, computerised systems and learn new systems as required.	A/I
Good attention to detail and accuracy, particularly when processing stock, information and other records.	A/I
Good organisational and time-management skills, with the ability to prioritise tasks and meet agreed deadlines.	A/I
Ability to follow established procedures and instructions accurately and consistently.	A/I
Ability to work independently, use initiative and manage routine tasks with minimum supervision.	A/I
Good problem-solving skills, with the ability to identify and resolve routine issues and seek advice where appropriate.	A/I
Good communication and interpersonal skills, with the ability to work effectively with colleagues and members of the public.	A/I
Commitment to providing high-quality, inclusive and customer-focused library services.	A/I
Ability to maintain customer confidentiality and handle personal information appropriately.	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *

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Flexible and able to work as part of a busy team and occasionally out-of-hours as service needs demand.	A/I
Willingness and ability to visit other sites as and when required.	A/I

*** A = Application Form D = Documentary evidence I = Interview T = Test**

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
Oct 2026	**Yes – New**	**James Kearney, Community Access Library Team Leader**