

## LINCOLN'S INN LIBRARY

### Graduate Trainee

**£24,500**

We are looking for a graduate wanting library experience for a year, starting in mid-September 2020

Lincoln's Inn Library represents a core service for barristers, providing the accurate and up-to-date legal information that practitioners need for their work in and out of court. It also supports students studying for the bar exams, and - through its extensive historical collections - the wider scholarly community. The Library holds about 170,000 volumes in hard copy and subscribes to an extensive range of databases. The coverage of its holdings extends to a range of Commonwealth jurisdictions as well as to English legal materials. The Library has a permanent staff of eight. More information on the Library and on Lincoln's Inn itself will be found on the Inn's website at [www.lincolnsinn.org.uk](http://www.lincolnsinn.org.uk).

The post involves a wide variety of duties: a detailed job description is overleaf. Based mainly at the enquiry desk, the trainee has a high level of responsibility for maintaining the Library's reputation for quality of service (which was recognised when it received in 2014 a Lexis award for the best legal information service in the British Isles). Good IT literacy is needed.

Although many previous trainees have gone on to pursue successful careers in law librarianship, the emphasis is on providing a good basic training in transferable skills. An extensive training programme, involving one-to-one tuition, practical exercises, visits to other libraries, and attendance on external courses, is provided.

Basic hours are 40 hours per week, Monday to Friday 9.30 am to 5.30 pm, including lunch, but during the latter part of the year the graduate trainee takes on evening duties once a week. Working hours for evening duty days are 12 noon – 8pm. Season ticket loan and free lunch are provided.

Please apply by sending a covering letter and current CV to:  
Human Resources, Lincoln's Inn, London WC2A 3TL or [HR@lincolnsinn.org.uk](mailto:HR@lincolnsinn.org.uk)

**Closing date: Friday 21 February 2020**

**Interviews will be held the week commencing Monday 9 March 2020**

# Lincoln's Inn



## Job Description

**Job Title:** Graduate Trainee (Library)

**Department:** Library

**Reporting to:** Deputy Librarian

**Responsible for:** Not applicable

## Post Objectives

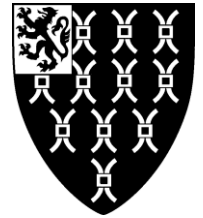
The post holder will be responsible for providing a range of reader services to a professional standard while obtaining experience in standard library duties.

Comprehensive training will be provided in the use of legal and other information sources.

## Main Duties

1. To undertake enquiry desk duties, which will involve:
  - issuing books for, use in the library and for loan
  - dealing with general enquiries in person and on the telephone
  - giving a tour of the library to new students
2. Providing assistance with Library acquisitions specifically checking in serial parts and claiming missing parts.
3. As part of the Library's distance service be responsible for handling requests for material to be sent to barristers practising outside of London which will include photocopying and emailing materials.
4. Maintenance of content on the Library's Facebook page and Twitter account.
5. Carry out regular stock checking and maintenance of the list of missing books.
6. Preparing the monthly batches of material going for, and returning from, binding.
7. Maintaining the files of law reports from the daily newspapers.
8. Updating contents lists of current bills and acts.
9. Occasionally other duties commensurate with level and experience may be required.

# Lincoln's Inn



## Person Specification

**Job Title:** Graduate Trainee (Library)

**Department:** Library

### Criteria at application stage

*All applicants must be educated to degree level or be an undergraduate in final year of study. In addition the following criteria will be used to shortlist applicants for interview. Please detail how you meet criteria 1-5 in your covering letter.*

1. Commitment to a career in librarianship or information work.
2. Potential aptitude for library and information work demonstrated by relevant examples drawn from university course work or work experience.
3. Considered reasons for applying for this particular graduate trainee post.
4. Good attention to detail.
5. Good IT skills, including as a minimum familiarity with Word, Excel, email and the internet.

### Criteria at interview stage

*Criteria at interview stage may include any of the criteria 1-5, along with the following:*

6. Able to demonstrate an understanding of library and information work and what it involves.
7. A basic understanding of the legal profession as it relates to the range of information services provided by the Inn's library.
8. Ability to communicate at all levels face to face and by telephone.
9. Excellent organisation skills with the ability to prioritise workload and meet deadlines.
10. Able to use initiative and work with minimal supervision.
11. Able to work as part of a team in order to achieve goals.