

Upper Norwood Joint Library

Westow Hill, London SE19 1TJ

Email: info@uppernorwoodlibrary.org

www.uppernorwoodlibrary.org

Tel: 020 8670 2551

Fax: 020 8670 5468

Dear Applicant

SATURDAY LIBRARY ASSISTANT (REF: UN/2010/01)

Thank you for your interest in the post of Saturday Library Assistant at the Upper Norwood Joint Library.

The post of Saturday Assistant is a crucial one for our library service. As a member of our customer-facing staff, you will form part of the team responsible for offering excellent 'front-line' services to the public, handling customer transactions and dealing with routine enquiries. You will also be involved in a range of support service tasks that are unique to this independent and 'stand-alone' public library service

This is an exciting time to join the only 'jointly-funded' public library in the country. Whilst our primary revenue funders continue to be the London Boroughs of Croydon and Lambeth, our ambition is to investigate new opportunities for partnership working and additional funding streams which will help us to expand our range of services to local residents. We aim to continue to raise supplementary funds to develop our provision beyond that of traditional library services where possible. This year, the UNJL celebrates 110 years of serving the Crystal Palace community and we will mark this anniversary with a number of special celebratory events.

As well as the provision of lending, audio-visual, reference, information, ICT and local history services, the library has forged a number of close links with schools, businesses, organisations and local groups and offers an extensive programme of promotions and activities to the Crystal Palace community.

In the recent past, we have been successful in obtaining over £1m of capital funding to renovate and refurbish the library building, which was allocated by the London Development Agency and Gipsy Hill Sure Start.

I very much hope that you will be interested in applying for the post. If you wish to discuss this vacancy in more detail prior to applying, please feel free to telephone me on the above number.

Good luck with your application.

Yours sincerely

Bradley Millington (Chief Librarian)