

JOB TITLE:	Resources Librarian
REPORTS TO:	Head of Library and Information Services
DIRECTORATE/SECTION:	University Secretary's Office/ Library
GRADE:	IV

ROLE SPECIFIC INFORMATION AND CHALLENGES

AUB Library works collaboratively across the University to support learning, research, creativity and innovation. The service provides a wide range of print and online resources, special collections and information literacy training to enable users to get the most out of the information available. The Library achieves consistently high rates of student satisfaction and excellent customer service is key to this. The team is student-centred in its approach and regularly reviews the service to ensure it is fit for purpose.

The post will be responsible for the support, administration, and development of a broad range of digital services, platforms, software, and tools. The role will lead on and support the management of projects as appropriate. This will involve regular contact and close ties with Digital Services (IT), colleagues across the University and external suppliers.

PURPOSE OF THE ROLE

- To contribute to the ongoing development and delivery of high quality, customer focused library services.
- Management of the library information infrastructure and online resources. Ensuring that all library systems and related digital technologies are supported, developed and used effectively.
- Responsibility for evaluating problems associated with library systems, working effectively in partnership to ensure prevention, early intervention and timely resolution of issues. This will include investigating faults, problem solving and liaising with suppliers to resolve issues.
- Developing effective working relationships with the library team, Digital Services and suppliers.
- Coordinate projects and innovations relevant to the work of the library digital resources.
- Assist with the development and maintenance of the library website and intranet.
- Collect, and collate statistical and management information.

KEY DELIVERABLES

Specialist:

- To manage the development, operation and maintenance of the library information infrastructure. Managing ongoing routines, testing and incorporating scheduled upgrades and fixes.
- Investigating faults with library technology. Working effectively in partnership with Digital Services and suppliers to resolve issues and optimise systems to ensure timely resolutions.
- To be responsible for electronic resources management, administering subscriptions, licences and contracts (AUB and Partner organisations). Development and maintenance of the discovery service. Providing information to inform purchasing decisions and budgeting.
- Produce management information and statistics, monitor resource usage and feedback as required by senior staff and external bodies.
- To keep up to date by investigating and evaluating evolving, new and emerging technologies; new digital initiatives; library systems and technology solutions.
- To liaise with Digital Services staff, to manage authentication and identity management software to provide access to e-resources and digitised content for authorised users in line with license and copyright legislation.
- Assist with the development and maintenance of the library website and intranet.
- To maintain the currency of professional expertise through CPD activities

Customer / Teamwork:

- To deliver a high level of customer service to internal and external clients using own initiative and specialist knowledge and experience.
- To be proactive in advocating initiatives in team meetings and with professional colleagues, reflecting on team deliverables and contributing to their implementation
- To develop effective working relationships with the library team, Digital Services and other relevant stakeholders within AUB whether through membership of committees, working groups or as a source of advice and guidance.
- To work effectively with the team to understand changing user and University needs and requirements.
- To explain complex technologies and concepts to technical and non-technical audiences clearly.
- To manage designated staff and supervise staff within the team as required.
- To provide coaching and support for colleagues as required; monitoring and reviewing progress and performance.
- To keep up to date with health and safety responsibilities and comply with them during employment at AUB e.g. Fire evacuation and reporting faulty equipment.
- Perform duties and tasks consistent with the scope and grade of your role as reasonably may be expected and assigned to you.

Planning & Organisation

- To plan workload within a general plan or schedule over periods of up to a year, ensuring deadlines are met and to assist the Head of Library in planning for future work.
- To co-ordinate projects and innovations relevant to the work of library information infrastructure, eresources and technology. To consider interoperability between systems at AUB, identify implications and consult on user and service needs to inform decisions.
- To ensure web information about the Library service and resources is accurate and up to date.
- To manage the budget for own area of responsibility following established University procedures including the Financial Regulations. Keeping track of renewals, contract expiry and review dates using the ERM system.
- To contribute effectively to the coordination and organisation of Library staff development events and staff meetings as required.

CONTACTS

Internal

Library team

Library users (students, external members, staff)

Digital Services and Information Services

Registry

External

Relevant professional networking groups (e.g. SHERIF, Open Fifth and Koha groups)

Suppliers (technical support teams, publishers, booksellers, software and hardware companies etc).