

Job Description

Job Title:	Collections & Content Librarian
Role:	Team Leader/Manager
Department:	Library Service
Reporting to:	Head of Library Collections & Research
Location:	Homeworker
Direct Reports:	Collections Library Learning Advisor, Library Acquisitions Assistant (offshore)

Library Service

The Library at the University of Law supports all students and staff, regardless of location. We have physical libraries at each of our eight UK campuses, alongside online collections and support, including for the Online Campus and partner institutions in the UK and globally. Our three teams (Digital Education, User Experience and Collections and Research) provide the professional expertise and high quality, relevant, accessible collections to equip our students and staff with the information literacy, research and digital skills to navigate learning and teaching at the University of Law with confidence, and to excel in their lives beyond.

Collections & Content Librarian

Our Collections and Research team make a positive contribution to the engagement of students, academics and researchers to enhance access to, and use of the Library collection. The team deliver services efficiently, with a high level of commitment to excellence in customer service. They work in partnership with students, colleagues and other stakeholders in order to provide a flexible and inclusive service that is constantly evolving to meet the changing needs and priorities of the University. The Collections & Content Librarian manages acquisitions and cataloguing processes to develop and maintain the Library collection in line with policies and guidelines. They line manage the Collections Library Learning Advisor and the Library Acquisitions Assistant (offshore).

Main Function of Job:

The Collections & Content Librarian will oversee coordinated and consistent operational activity across the Acquisitions team, delivering cost effective and timely purchase, subscription and inter library loan services. They will liaise with colleagues to monitor, update and report on budgets and ensure that services are delivered in the most cost-effective manner. They will also oversee any relevant Library Management System (LMS) and supplier integrations relating to orders, invoicing and cataloguing. The post holder will work closely with colleagues across the Library team and wider University and develop and maintain excellent working relationships with external suppliers, publishers, and content providers. The Collections & Content Librarian can be a homeworker but will be required to travel to UK campuses to attend meetings and training and development events.

Key responsibilities include:

- Establishing, documenting and continuously reviewing and updating procedures and workflows relating to the acquisitions process, with a focus on efficiency gains
- Leading on setting and monitoring cataloguing/metadata standards within the Library team and ensuring that imported bibliographic records meet these standards
- Partnering with colleagues across the service: Reading List Librarian and Programme Lead Librarians for collection development, Systems Librarian for financial processes within the LMS (Alma), Digital & Discovery Librarian on evidence-based acquisitions, Research Support Librarian in relation to Open Access materials and Article Processing Charges (APCs)
- Using Agresso finance system and liaising with colleagues in Finance to monitor the collections budget, invoice receipt and payment processes
- Responding independently and with a high degree of autonomy to escalate supplier and user enquiries and deciding when appropriate to refer on to senior/specialist colleagues

Reporting lines:

- The Collections & Content Librarian reports directly to the Head of Library Collections & Research and has the Collections Library Learning Advisor and Library Acquisitions Assistant as direct reports

Specific Responsibilities:

Management of the acquisition and cataloguing of resources for the Library collection

- Manage further centralisation of ordering and cataloguing processes to ensure that resources required are acquired in a timely manner
- Collaborate with the Systems Librarian to effectively manage and develop the cataloguing, ordering and finance processes within the Alma LMS, including budget, invoice and year end procedures
- Manage finance procedures related to acquisitions, including inputting budget and invoice information into the LMS; exploring and introducing automated integrations where possible
- Serials management including assessing renewals based on academic need, ensuring that catalogue records are updated and providing training to Library colleagues on claims processes
- Assist the Lead Librarian for Collections & Content with delivering and updating the Collections Development Policy
- Partner with the Reading List Librarian and Programme Lead Librarians to ensure that resources required are purchased in the most appropriate format

Continuous service improvement and business delivery

- Liaise with suppliers to manage acquisitions, resolve issues and review new purchase models or software upgrades, participate in procurement processes
- Report regularly on business delivery issues and developments to Library colleagues
- Maintain financial records within the LMS and liaise with Finance department to ensure timely payment
- Provide costings for resources to Library and academic colleagues as required
- Assist in planning for the implementation of new services and software
- Work closely with the Research Support Librarian, for example to make recommendations to access and manage Open Access content and acquire resources to support research activities
- Lead and contribute to projects as part of ongoing service improvement

Customer Support / Client Service

- Support the development of procurement initiatives to improve the user experience e.g. making a leading contribution to reviewing Library policy and procedures within the team to provide inclusive, accessible and transparent services for our users
- Liaise with suppliers to ensure that accessibility and environmental standards meet the requirements of the University
- Promote and maintain effective relationships with students, staff, suppliers and other stakeholders, ensuring they are dealt with in a professional manner; role-model our customer service values in interactions
- Act as a key contact for owning and resolving customer and supplier issues and enquiries
- Proactively seek feedback and contribute to quality assurance activities by collaborating with the User Experience Team and Digital & Discovery Librarian to monitor customer satisfaction with the Library collection

Learning Support and Digital Learning

- Support Programme Lead Librarians and colleagues within the Collections and Content team to develop a broader Library collection in line with the Collection Development Policy, through expert knowledge and understanding of our suppliers and the wider acquisitions landscape within Higher Education libraries
- Work with the Digital Education Team to assist with design of self-directed online materials for inclusion in our skills platform (the Skills Academy), with support from colleagues specialising in digital delivery
- Sharing knowledge and providing training relating to the Library collection to colleagues in the Library Service and stakeholders across the University to support student attainment and staff success
- Collaborate with the Digital & Discovery Librarian to ensure that resources within the collection are easily retrievable and appropriately signposted.

Teamwork and Team Management

- Manage the Library Acquisitions Assistant including performance management, training and development and participate in recruitment activities
- Provide training to Library colleagues in metadata and acquisitions processes and highlight accessibility features
- Document and update relevant acquisitions, metadata and accessibility information for the wider team
- Promote and sustain a constructive, supportive and friendly working relationships with all service users, external and internal, immediate and senior management and other colleagues
- Provide guidance to the wider Library Team and senior colleagues within Collections & Research about potential developments to software, resources or procedures
- Promote visibility of the Collections & Research teams' work activities at internal library meetings to clearly communicate updates to colleagues
- Proactively participate in relevant University and departmental activities, meetings and events to raise the profile of the Library and to contribute where appropriate
- Deputise for senior Library Service colleagues on project groups as appropriate

Professional Skills

- Actively take responsibility for own personal career development and networking
- Proactively seek training opportunities
- Develop and maintain professional networks within libraries and HE for example by attendance at conferences, seminars and by engaging with relevant Library mailing lists
- Keep updated on relevant developments which impact on HE Libraries and highlight significant topics/campaigns within the University
- Identify, establish and maintain relevant contacts in peer institutions and libraries

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by their line manager or the Library Service Senior Management Team.

The job holder has a duty to take reasonable care for the health and safety of themselves and of other persons with whom they come into contact at work. The job holder also has a duty to co-operate with the University in complying with any statutory duty or requirement concerning health and safety at work. In particular, they must familiarise themselves with the Health and Safety Policy and its safety and fire procedures.

This job description is to be read in conjunction with the relevant Roles and Responsibilities Career Level document.

Job description is correct at July 2022. It may vary in consultation with the post holder to reflect changes within the market place, in the Library Service and the University.

Signed by:**Post Holder**.....

Print Name:

Date:

Person Specification

Job Title: Collections & Content Librarian

Role Level: Team Leader/Manager

Department: Library Service

1. TRAINING & EDUCATION

Essential	Desirable
• Educated to degree level or equivalent qualification / professional experience • Library or Information qualification, or suitably qualified by experience	• Alma / Primo certification (Ex Libris)

2. EXPERIENCE

Essential	Desirable
• Experience of working in a library or information service • Experience of supplier liaison in a library environment • Experience of managing acquisitions processes within a Library Management System (LMS) • Experience of cataloguing materials or applying metadata • Experience of monitoring and reporting on budgets • Experience of using data and metrics for evidence-based decision making	• Experience of managing people, including remotely • Experience of delivering training • Experience working in a team based remotely and across a number of different sites

3. SKILLS & KNOWLEDGE

Essential	Desirable
• Knowledge of cataloguing and metadata e.g. MARC, AACR2 • Familiarity with Alma and Primo • Ability to monitor and analyse records to comply with desirable standards • Strong IT skills e.g. confident user of Microsoft Office products and able to troubleshoot IT problems	• Experience of using finance systems such as Agresso

4. BEHAVIOURAL SKILLS

Essential	Desirable
• Excellent communication skills • Able to work as part of a team and motivate others even when working remotely • Proactive and flexible • Reflective practitioner • Able to work on own initiative and prioritise own workload • Able to work under pressure to deadlines • Excellent attention to detail	

5. SPECIAL CIRCUMSTANCES

Essential	Desirable
• Willingness to travel on occasion to campuses across the UK	• Manual handling on occasion