

Job Description

Job Title:	Collections Library Learning Advisor
Career (R&R) Level:	Team Member
Department:	Library
Reporting to:	Collections, Space and Access Librarian
Location:	Dual location – any UK campus / home
Direct Reports:	None

Library Services

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 Library Learning Advisor

Our skilled team of Library Learning Advisors support the delivery of our highly professional, student-centred library service across all our campuses and online. They interact with students, colleagues and other stakeholders, both across the University and at their own campus, in order to provide a flexible and inclusive library service that is constantly evolving to meet the changing needs and priorities of the University. The Collections Library Learning Advisor has a specific focus on supporting the work of the Collections team by assisting with the procurement, licensing and renewal of library collections and assisting local campus teams to make the most from the collections they manage.

Main Function of Job:

Library Learning Advisors help students and staff to explore our collections, make use of our learning spaces and engage with our skills support services. They answer student and staff enquiries, deliver workshops and undertake stock management activities. Library Learning Advisors support the local needs of all students and staff on campus as well as all our remote students.

Key responsibilities include:

- Assist in the delivery of high-quality library and learning services to students and staff of the University of Law and supporting the new academic model and the Skills Academy
- Work with the Collections, Space and Access Librarian and other collection team members to manage and develop the library's electronic and print collections
- Work within the Library Collections & Content team to assist in management of print and online Library resources to ensure content is highlighted and easily accessible

- Ensure that Library resources are provided to support University programmes and campus needs and that they meet the university's learning, teaching and research needs

Reporting Line

- The Library Learning Advisor for Collections reports directly to the Collections, Space and Access Librarian and has no direct reports

Specific Responsibilities:

Learning Support and Digital Learning

- Design, promote and deliver effective training, including workshops, webinars and one-to-one sessions, to enable students and staff to develop their information and digital literacy skills to demonstrate use of the JISC Discovery Tool and Library resources including legal, business and social science research
- Develop awareness of assistive technology and provide support and training on use.
- Support and engage with initiatives to minimise digital poverty and enhance widening participation
- Collate and review analytics for review by librarians and the wider Library service to support the development of the student service

Collections, Content & Discovery

- Work with the Collections Space & Access Librarian to establish the requirements for a core print collection at campus Libraries – assist with redistribution of resources, editing catalogue records, facilitating stocktakes as required
- Resource provision - work with campus based staff to develop collections in line with the Digital First collection policy. Source and order resources as appropriate
- Promote resources and Library services through the appropriate channels to Campus and specific groups
- Monitor the Library Acquisitions inbox and deal with queries, referring to senior colleagues as appropriate
- Cost Library resources required for proposed new programmes
- Check notifications on Alma each week for system acquisitions tasks outstanding and liaise with Librarians to ensure these are completed
- Order and supply materials from the British Library and liaise with Copyright Officer to make these available via the Virtual Learning Environment (VLE)
- Using knowledge of the University's programmes, add eBooks to the Patron Driven Acquisition/Demand Driven Acquisition collection as directed
- Maintain print and eBook resources on the Library Management System (LMS) prepare reports to campus teams to ensure superseded editions are withdrawn from the collection
- Collaborate with Designers and Reading List Librarian to arrange purchase of reading list items in appropriate format (in line with reading list policy)
- Manage "turnaways" to eBooks and refer to senior colleagues in the Collections and Research team to increase e-book provision as necessary

Customer Support

- Work shifts on the online Ask a Librarian service as required, answering collections, research, information, and digital literacy enquiries for all Campuses
- Check and update links to resources and maintain subject lists of resources
- Check records for accuracy on UDiscover to assist and update as required when new collections are added/removed
- Update metadata tags as directed to enhance the search experience for students and staff

- Provide support and problem resolution at point of need through staffing the library enquiry channels and floor walking when on campus
- Be available to students in peak hours to assist with queries and support

Engagement and Enhancement

- Run user feedback sessions and usability sessions with both students and staff
- Collate feedback from National Student Surveys and other internal surveys relating to the print collection and work with the Collections Space & Access Librarian to respond to user requirements

Teamwork

- Able to work different evening, weekends and occasional public holidays to provide relief cover for other members of the team and meet the needs of the service as required
- Able to travel to/work at UK campus libraries for the following purposes:
 - to assist campus teams with management of print collections, stock-taking processes
 - to deliver training relating to collections management and cataloguing processes
 - to attend training and team meetings
- Promote and sustain a constructive, supportive and friendly working relationship with all service users, external and internal, immediate and senior management and other colleagues in order to maintain high levels of client support or delivery
- Proactively participate in relevant department activities, meetings, and events to raise the profile of the library and to contribute where appropriate
- Promote and maintain effective relationships with students, staff and external visitors, suppliers and other stakeholders, ensuring they are dealt with in a professional manner

Professional Skills

- Actively take responsibility for your own personal career development in all respects
- Undertake training as required
- Develop an awareness of the higher education/legal/business market and keep up to date with relevant developments.

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by managers in the Collections & Research team or the Director of Library Services.

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 Library Services and the University.

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

Print Name:

Date:

Person Specification

Job Title: Library Learning Advisor (Collections)

Role Level: Team Member

Department: Library Services

1. TRAINING & EDUCATION

Essential	Desirable
Educated to degree level or equivalent professional experience	Professionally accredited library or information qualification, or suitably qualified by experience

2. EXPERIENCE

Essential	Desirable
- Demonstrable customer care experience - Ability to explain and promote resources - Confident level of digital literacy, including use of Microsoft Office, library systems, discovery tools and databases - Experience of ordering and cataloguing Library resources - Experience of using Library Management Systems	- Previous library experience, preferably in an academic or legal library or information service - Familiarity with Ex Libris products (Alma, Primo, Leganto)

3. SKILLS AND KNOWLEDGE

Essential	Desirable
- Excellent customer service skills - Attention to detail and accuracy - Able to work alone and unsupervised - Able to work under pressure - Time management of self and work - Good oral and written communication skills - Ability and willingness to learn new skills and to increase knowledge whilst in the post - Proactive and positive attitude	- Able to assist in identifying issues and suggest solutions - An interest in the subjects studied at the University

4. BEHAVIOURAL SKILLS

Essential	Desirable
- Enjoys contributing to a team - Keen to make wider contribution - Ability to deal with frequent interruptions while concentrating on diverse tasks - Polite, helpful and positive attitude	Self-confident and able to deal with challenging situations

5. SPECIAL CIRCUMSTANCES

Essential
- Flexibility in working hours required meet the demands of the role and of the service - Willingness to travel to other campuses on occasion - Manual handling