

Job Description

Job Title:	Reading List Librarian
Career (R&R) Level:	Team Leader/ Manager
Department:	Library & Study Skills Service
Reporting to:	Head of Collections & Research
Location:	Overseas (GUS Manila)
Direct Reports:	None

Library and Study Skills Service

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

Reading List 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 Reading List Librarian supports the University's teaching, learning and research needs through the development, implementation and delivery of the online reading list system.

Main function of Job:

The Reading List Librarian will support the Library's delivery of an effective reading list service to staff and students. They will take responsibility for promoting and implementing the Reading List Framework and guidance documents, resolving issues with online reading lists, managing any acquisitions as necessary and will provide training and support to academic staff in the creation and management of their lists. They will also work closely with colleagues across the Library and wider University to develop and maintain excellent working relationships with external suppliers, publishers, and content providers.

Key responsibilities include:

- Establishing, documenting and continuously reviewing and updating procedures and workflows relating to the management and delivery of the online reading list process, with a focus on efficiency gains

- Providing training on the creation of and maintenance of online reading lists using the Ex Libris Leganto course resource list solution
- Responding independently and with a high degree of autonomy to escalate supplier and user enquiries and deciding when appropriate to refer on to senior colleagues
- Utilising and promoting use of analytics to monitor student engagement with online reading lists
- Partnering with and providing support to Programme Lead Librarians and Library Learning Advisers to allocate and monitor tasks relating to the creation, editing and checking of online reading lists
- Assessing, recording and monitoring costs of providing resources for reading lists, arranging purchases to agreed limits and referring queries in this area to senior colleagues

Reporting Lines:

- The Reading List Librarian reports directly to the Head of Collections and Research

Specific Responsibilities:

Management and delivery of online reading lists

- Primary responsibility for managing and developing the University's use of online reading lists including creating and updating processes and workflows
- Create and edit reading lists using the Leganto course resource list solution
- Provide support and guidance to academic staff on aspects of reading list best practice including list length, layout and diversity of content
- Develop and provide training to Library and academic colleagues enabling them to create reading lists using Leganto
- Monitor content on online reading lists to ensure compliance with copyright and licensing requirements, liaising with the University's copyright officer to ensure that digitised extracts are recorded for reporting to the Copyright Licensing Agency
- Arrange digitisation of print materials included on reading lists as appropriate
- Arrange the purchase of resources for reading lists in appropriate quantities and format
- Develop rollover processes to use existing reading lists in subsequent semesters/academic years

Continuous service improvement and business delivery

- Provide appropriate management information on usage of online reading lists
- Ensure continued access to online reading lists, manage reporting of problems and liaise with suppliers and IT department to troubleshoot and resolve any access issues
- Co-ordinate and evaluate the use of online reading lists across the University and adopt an inclusive, insight-led approach
- Liaise with the Digital & Discovery Librarian to ensure that links to online resources within reading lists allow seamless access wherever possible
- Collaborate with technical experts internally and externally to maximise the impact of reading lists and to benchmark with best practice in the sector
- Lead and contribute to projects as part of ongoing service improvement

Learning Support and Digital Learning

- Work with academic and technical services colleagues to embed online reading lists within the University's Virtual Learning Environment (VLE) thereby enhancing the student experience in accessing resources
- Share knowledge with colleagues and provide training relating to online reading lists and Leganto, for the Library & Study Skills Service colleagues and stakeholders across the University, to inform learning and student engagement and support student attainment and staff success

Customer support / client service

- Role-model our customer service values in interactions with students and other stakeholders
- Ensure that professional and timely responses are given to all enquiries about online reading lists, including those received via the IT Service Desk or direct from users
- Promote and maintain effective relationships with students, staff, suppliers and other stakeholders, ensuring they are dealt with in a professional manner
- Create and maintain FAQs relating to online reading lists
- Respond to and proactively seek stakeholder feedback on use of online reading lists to monitor engagement and satisfaction levels

Teamwork and Team Management

- Collaborate with the Systems Librarian to manage Leganto configuration and analytics within the Alma Library Management System (LMS)
- 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 University and departmental activities, meetings and events to raise the profile of the Library Service and to contribute where appropriate
- Provide training to and allocate reading list work to colleagues within the Library team and take responsibility for mentoring and developing staff in conjunction with colleagues with the wider Library team.
- Provide support and cover for colleagues within the Collections & Research Team
- Develop confidence amongst wider Library colleagues in responding to enquiries about online reading lists
- Deputise for senior Library colleagues on project groups as appropriate

Professional Skills

- Actively take responsibility for own personal career development and networking
- Undertake training as required
- Develop and maintain professional networks within libraries and Higher Education (HE)
- Keep updated on relevant developments in relation to the provision and management of online reading lists in the HE sector

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.

Job description is correct at May 2024. It may vary in consultation with the post holder to reflect changes within the market place, in the Library & Study Skills Service and the University.

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

Print Name:

Date:

Person Specification

Job Title: Reading List Librarian
Role Level: Team Manager/Leader
Department: Library & Study Skills Service

1. TRAINING & EDUCATION

Essential
• Educated to degree level or equivalent qualification / professional experience • Library or Information qualification, or suitably qualified by experience

2. EXPERIENCE

Essential	Desirable
• Experience of working with online reading lists • Experience of working with e-resources • Experience of liaison with stakeholders in an academic environment • Experience of delivering excellent services and solutions for Library users, with a strong customer focus	• Experience of working in an academic, business or legal library or information service • Experience of delivering training • Experience working in a team based remotely and across a number of different sites • Experience of working with technical services teams • Experience of supplier liaison in a Library environment • Experience of acquisitions processes

3. SKILLS & KNOWLEDGE

Essential	Desirable
• Excellent communication skills • Excellent time management and organisational skills • Strong IT skills e.g. confident user of Microsoft Office products and able to troubleshoot IT problems	• Familiarity with Ex Libris Leganto • Current awareness of developments in academic libraries particularly relating to online reading list solutions

4. BEHAVIOURAL SKILLS

Essential
• Able to work as part of a team and motivate others • Proactive and flexible • Reflective practitioner • Able to work on own initiative and prioritise own workload • Able to work under pressure to deadlines • High level of accuracy and attention to detail

5. SPECIAL CIRCUMSTANCES

Essential
• Occasional weekend or evening working due to planned work and to meet key deadlines

The post holder will liaise day-to-day with colleagues within the Department, the University and the company that supplies the University's online reading list system, so will need excellent communication skills as well as attention to detail.