

JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks

It may be varied from time to time at the discretion of the College in consultation with the postholder

Job Title: Senior Library Administrator (Collections)	Job ref no:
Grade:	Department: Infrastructure Services Directorate (Library Services)
Accountable to: Library Resources Manager	Responsible for: N/A

Job summary: The role holder will work as part of the Infrastructure Services Directorate (ISD) team responsible for delivering library services to customers. They will be responsible for administration and maintenance of the Library collections, including purchasing and progressing print and e format resources, managing subscriptions, monitoring usage and liaising with other colleagues to help ensure that the learning, teaching and research needs of the College are met. They will produce and regularly review the annual Collection Development Plan, working closely with the Library Resources Manager, suggesting improvements and amendments based on usage analysis and acquired knowledge.

Competency: Planning and Organising Resources

Key tasks include:

- Analyse and provide detailed information for the annual review of the Library Collection Development Plan (CDP).
- Plan library print and e acquisitions according to the CDP, maintaining a suitable balance between print and e formats and ensuring that access to resources is as wide as possible.
- Monitor requests for stock from different sources, conferring with the Library Resources Manager as appropriate.
- Ensure efficient acquisition and delivery of collections, resolving queries quickly.
- Manage all Library subscription resources, considering learning, teaching and research needs and seeking value for money wherever possible.
- Make subscription changes within the license agreements annually, based on usage information and in conjunction with other staff and Library Resources Manager as necessary.
- Extract, record and archive usage data.
- Supervise the processing of stock by the Library team.

Competency: Service Delivery, Handling enquiries and front-line assistance

Key tasks include:

- Ensure link resolver journals are current and authentication notes are maintained. Regularly add free journals to link resolver when available.
- Respond to requests for advice and guidance by LRC which are escalated by the Library team.
- Review procedures and processes to ensure maximum benefit from Library services and collections.
- Respond to first line IT queries where necessary.
- Utilise the Service Desk tool to deal with queries, communicate with users and promote call logging

Competency: Communication; Liaison and Networking**Key tasks include:**

- Liaise widely to identify information needs and ensure they are met.
- Develop close contacts with Academic colleagues who have responsibility for reading lists.
- Work with Library Resources Manager to promote the library collections and relevant services to students and staff of the RVC
- Work to build networks within the sector external to the RVC in order to keep up to date within the profession, positively promote the RVC and seek solutions where appropriate.

Flexibility: To deliver services effectively and flexibly. The role holder will be required to regularly work at both sites and may be required to perform work not specifically referred to above.