

ual:

Job description and person specification

Assistant Librarian (Acquisitions, Subscriptions and Metadata)

Job description

Job title	Assistant Librarian (Acquisitions, Subscriptions and Metadata)
College/Service	Education
Department/Team	Library Services
Accountable to	Acquisitions, Subscriptions and Metadata Managers
Contract	Permanent
Term	35 hours per week, 52 weeks per year
Grade	Grade 3
Salary	£32,624 - £39,342
Location	Elephant & Castle. There are limited opportunities for working from home available with this role.
HERA Reference	ADS-2015-20

Purpose of the role

To assist in the development and delivery of high-quality, customer-focused library services at University of the Arts London (UAL). To engage in acquisition, cataloguing, classification, subscription management and metadata service on a University-wide basis. To monitor agreed standards and support metadata quality control. To promote and enable access to resources, collections and services by supporting technical and administrative operations. To supervise the work of colleagues where appropriate.

Key duties and responsibilities

Acquisitions

1. Assist with the verification and ordering of material in all formats, using the library management system, vendor platforms or cataloguing software, and liaise with suppliers, as appropriate.
2. Support accurate receipting, invoicing and crediting of material in all formats, and liaise with suppliers and Finance staff, as appropriate.
3. Deal with late orders and cancellations.

Metadata

4. Classify and catalogue materials in all formats to agreed in-house and international standards (AACR2, MARC 21, DDC, RDA), including item and authority records.
5. Perform quality control, metadata maintenance and batch editing of records using specialist cataloguing software.
6. Support the checking and quality control of shelf-ready materials from suppliers, including producing reports and liaising with suppliers, as required. P

Subscriptions and Scans for Teaching

7. Assist with subscription management, review and renewal, and maintenance of accurate records.
8. Assist with Scans for Teaching requests.

Other

9. Communicate with stakeholders in person and online, providing a high-quality customer-focused service. Refer or resolve enquiries.
10. Use designated budgets as directed and perform routine financial procedures.
11. Produce reports, create, maintain and promote guides and documentation.
12. Supervise team members as required. This includes supporting staff recruitment processes, providing cover and training colleagues.
13. Engage with developments in libraries, teaching and learning within the University of the Arts London, and the FE/HE sectors. Share best practice to improve the quality and delivery of acquisitions, metadata and subscription services in UAL.
14. Uphold Library Services policies and procedures and contribute to and take part in Library Services projects or activities as required.
15. Represent the department at internal and external meetings. Feed back to colleagues as required.

Key working relationships

- Library Services Managers
- Library Services Colleagues
- UAL Finance Teams
- Suppliers

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal (PRA) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Experience, knowledge and qualifications

- A degree level qualification (level 6), and/or relevant library qualifications.
- Experience in a Library or other education or Information role
- Knowledge of metadata standards (AACR2, MARC 21, DDC, RDA).
- Knowledge of acquisitions, subscriptions and cataloguing modules of an LMS.
- Desirable knowledge of specialist cataloguing software, eg MarcEdit.

Communication skills

- Interpersonal skills, including the ability to listen, understand and contribute to discussions.
- The ability to provide accurate information clearly and concisely to different stakeholders in person and through various communication channels.

Leadership and management

- Ability to supervise, support and motivate individuals or a team effectively.
- Participate in decision making by offering solutions through analysis, referral and testing.

Research, teaching and learning or Professional practice

- Ability to maintain accurate knowledge and to deliver basic training to support understanding or learning.
- Digital skills, including understanding databases such as the library management system; confidence using IT, such as printers and Microsoft Office 365; a demonstrable interest in service delivery and customer service standards.
- An understanding of library technical services and a demonstrable interest in improving customer service and delivery.
- Contributes to advancing professional practice/research.

Planning and managing resources

- Demonstrable flexibility to plan, prioritise and organise own work and that of the team to achieve objectives on time. Manage multiple tasks and work calmly under pressure.

Teamwork

- Ability to work collaboratively as part of a team, and with different professional groups, leading by setting objectives and managing priorities, delegating, completing shared tasks, and asking for and giving support as needed.

Student experience or customer service

- Strong customer focus with the ability to work as a key contact to provide a responsive and professional service to meet diverse student and customer needs in an inclusive way.

Creativity, innovation and problem-solving

- Uses initiative, creativity and logic to resolve day-to-day problems using a range of library systems and processes.