



Job Description

Job Title:	Content and Discovery Librarian
Grade:	E
School/Service:	Library and Learning Services
Campus:	Docklands (will be required to work at all our campus libraries)
Responsible to:	Digital Library Manager
Responsible for:	Assistant Librarian (Metadata and Resource Discovery)
Liaison with:	Colleagues throughout LLS (especially Academic Services Librarians), IT staff, academic staff and students, suppliers and external colleagues

JOB PURPOSE

The post-holder will supervise library acquisitions, serials and cataloguing processes, delivering efficient and timely acquisition of scholarly content and excellent resource discovery. They will manage relationships with library suppliers and consortia, and produce statistical analysis of the collections to inform decision making. They will also manage the inter-library loans and More Books services. The post-holder will work closely with LLS colleagues to provide day to day support to ensure a customer-focused, responsive service and will contribute to new library-wide initiatives and services. They will form an integral part of the Digital Library Team, dedicated to providing an excellent student experience.

MAIN DUTIES AND RESPONSIBILITIES

- Co-ordinate and supervise the acquisitions and cataloguing processes for all library content.
- Maintain supplier relationships and monitor supplier performance against agreed criteria.
- Line manage the Assistant Librarian (Metadata and Resource Discovery), including setting objectives, motivating and managing performance and providing support for personal and professional development.
- Manage the Inter Library Loans and More Books services.
- Manage cataloguing and classification processes to deliver and enhance resource discovery.
- Exploit the full potential of the Acquisitions and Resource Management modules of the Library Management System, taking responsibility for these modules.
- Co-ordinate the purchase of electronic resources, manage authentication and help maintain the Electronic Resources Management processes

- Produce regular statistics and usage data. Undertake analysis of statistical data and produce reports for the LLS management team.
- Train LLS staff in the areas of acquisitions and bibliographic developments and contribute to producing procedures and policy documents.
- Co-ordinate Evidence Based Resource Acquisition services (PDA, DDA), including monitoring of usage and portal settings.
- Work with IT staff to implement appropriate new technologies and innovative service methods to support learning, teaching and research.
- Support LLS staff by responding to cataloguing and electronic resources queries and assist users in general enquiry work by contributing to front line services.
- Develop links with other professional staff working within other HEIs to exchange ideas and develop best practice in information provision and support.
- Participate in LLS & University-wide projects.
- To undertake such other duties and responsibilities as may reasonably be required within the level of the post and as assigned by the line manager or senior LLS management.
- Work in accordance with the University's equality and diversity policies.

Local requirements:

1. Although based at a particular campus, the post holder will be required to work at any of our libraries as necessary.
2. A flexible approach to work is required,
3. The post holder will be asked to work in the evenings and at weekends.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS:

Essential Criteria

- Degree (A/C)
- Relevant professional qualification in Librarianship or Information Management, or substantial experience of working in a relevant sector (A/C)

KNOWLEDGE AND EXPERIENCE:

Essential Criteria

- Experience of purchasing and acquisitions operations in an academic library environment (A/I)
- Knowledge of cataloguing, classification and metadata standards including AACR2 and MARC21 (A/I)
- Excellent ICT competences and experience of using Library Management Systems especially acquisitions & resource management functions (A/I)
- Experience of managing or supervising staff (A/I)
- Experience of working with a range of external contacts, such as library suppliers and publishers (A/I)

Desirable Criteria

- Knowledge of e-book business models, licensing and access issues, and user authentication (A/I)
- Experience of information resources budget administration (A/I)
- Experience of using a content management system to manage and develop website and/or intranet content (A/I)

PERSONAL ATTRIBUTES AND QUALITIES:

Essential Criteria

- Excellent numeracy and analytical skills, including the ability to produce reports (A/I)
- Ability to train staff and users (A/I)
- Excellent interpersonal, communication, and presentation skills (A/I)
- Experience of planning, prioritising and organising own and others work or resources and proactively working with others to achieve team objectives (A/I)
- Experience of using initiative and creativity to resolve problems, identifying practical and effective solutions (A/I)

OTHER ESSENTIAL CRITERIA

- Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment (A/I)
- Ability to undertake evening duties and weekend working (A/I)

Criteria tested by Key:

A = Application form

C = Certification

I = Interview