

JOB DESCRIPTION

Job Title:	E-Resources Librarian
Responsible to:	Learning Services Coordinator
Functional Liaison with:	Director of Supported Learning, Learning Services Team, Course Teams, Learning Support Team, IT Services.
Main Purpose:	To work as part of the Learning Services team delivering high-quality and flexible academic skills support; maintaining the electronic resources platform (Ebsco Discovery Service) and the Library Website (LibGuides).

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Contribute to the smooth operation of the Library covering a range of duties including:
 - Providing a friendly, welcoming, supportive and effective learning environment for students and staff, adopting a high level of customer service
 - Training new and existing staff in the use of electronic library resources
 - Staffing of the library service desks
 - Supervision and training of the Library Assistants
 - With other Librarians, advise teaching staff on copyright issues
- Be responsible for the operation, implementation and smooth access to the electronic products (subscriptions). Produce statistics on use to inform future subscriptions. This will include:-
 - Ebsco Discovery Service (EDS), branded Library+
 - The Ebsco journal databases and individual subscriptions
 - The E-book platforms used for individual purchases and for bundles of e-books
 - The Clickview platform and its integration with both Heritage and EDS
 - Other specialist products.
 - Ensure any e-books purchased are fully integrated into EDS and/or Summon.
 - Identify further development opportunities for all digital and e-resource facilities on offer.
 - Adopt a proactive and positive approach to new technologies and how they could enhance the Learning Services provision.
- Liaise with IT Services and the E-learning trainer/facilitator to promote and develop excellent access to our resources through a variety of platforms and via a range of devices, ensuring compatibility with other college systems and emerging technologies. Ensure all digital material is checked for copyright and that authentication issues are resolved for off-site use.

- Maintain, develop and promote the Library's collection of e-resources and services at West Suffolk College. Supervise other Learning Services staff where their job includes a digital element or on a daily basis with general Library tasks.
- Contribute to the upkeep, maintenance and development of the Library Management System (Heritage) ensuring that it integrates and updates to EDS and that updates are applied regularly with minimum disruption to our service.
- Undertake the role of Subject Liaison Librarian for specific subject areas. This role includes:
 - Close liaison with teaching staff including attendance at course committee meetings
 - Advising staff on new resources and services.
 - Producing and updating reading lists for the University of Suffolk and other HE degree modules in the correct format
 - Selecting and ordering of new material within allocated cohorts/budgets
 - Cataloguing and classification (using Dewey Decimal) of new material.
 - Updating the subject pages on WSC and University of Suffolk platforms.
 - Stock promotion through a variety of different means
 - Designing, developing and delivering information skills sessions to students in line with the Information Literacy Strategy and Framework.
- Contribute to University of Suffolk Learning Services, University Studies at West Suffolk College and other Higher Education Programmes, to provide a coordinated and effective level of support for our HE students and staff. This will involve working with other University of Suffolk network colleges including Ipswich plus validating Universities and attending regular network meetings across Suffolk and Norfolk.
- Contribute to the recruitment, selection, training and appraisal of Learning Services staff as directed by the Learning Services Coordinator
- Adhere to the Health and Safety and Risk Management Policy, and notify your line manager of any identified risks.
- Undertake other duties commensurate with the grade of the post as required by the line manager.

Person Specification

<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<p><u>Qualification:</u></p> <p>A first degree and/or a postgraduate qualification in Librarianship, or equivalent by experience. Chartered Member (MCLIP), (or working towards) of The Library and Information Association</p> <p><u>Knowledge/Skills</u></p> <p>Knowledge of a Library Management system. Knowledge of a range of e-resources and their management technologies Understanding of cataloguing and classification standards e.g. AACR2, MARC and Dewey. A basic knowledge and understanding of HTML and/or Web Authoring software.</p> <p><u>Experience:</u></p> <p>Experience of working in an academic library with a commitment to good customer service. Experience of working in an educational establishment.</p> <p><u>Personal Qualities:</u></p> <p>Ability to organise own workload, take ownership of and work with minimal supervision. Have an innovative approach to change. A willingness to undergo any training or development.</p> <p><u>Other:</u></p> <p>Able to lift and carry light loads. Committed to equality and diversity. Willingness to travel to other sites when necessary. Ability to meet the requirements of UK 'right to work' legislation. Ability to work flexible hours including evenings and weekends as required. Committed to our Health and Safety policies and procedures.</p>	<p><u>Qualification:</u></p> <p>Level 3 Award in Education and Training (PTLLS) or equivalent, qualification (or a willingness to undertake this qualification)</p> <p><u>Knowledge/Skills:</u></p> <p>Familiarity with authentication methods for e-resources. Knowledge of Moodle or another VLE/MLE. An understanding of Discovery Services and their administration.</p> <p><u>Experience:</u></p> <p>Experience of delivering information literacy skills Experience of staff supervision.</p> <p><u>Personal Qualities:</u></p> <p>Ability to work in a sometimes pressured environment. Ability to lead and supervise a team.</p> <p><u>Other:</u></p> <p>Full Driving Licence.</p>	<p>I, A,</p> <p>P, A, I, T,</p> <p>A, I,</p> <p>A, I,</p> <p>A, I,</p>

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.