



JOB TITLE: Resources Librarian
REPORTS TO: Head of Library and Information Services
DIRECTORATE/SECTION: External Engagement/Library
GRADE: IV

ROLE SPECIFIC INFORMATION AND CHALLENGES

The Library works collaboratively across the University to support academic and professional staff in a range of projects and initiatives. It supports research, learning, the development of teaching practice and innovation, the digital learning environment, and the provision of resources to support the work of the University: Museum objects, Library resources and archives.

The Library provides relevant and contemporary information resources for staff and students. It also provides its users with information/ digital literacy training to enable its users to get the most out of the information available to them. The Library achieves consistently high rates of student satisfaction and excellent customer service is key to this. The Library is student centred in its approach and regularly reviews the services on offer to ensure it is fit for purpose.

The post holder will be responsible for the support, administration, and development of a broad range of digital services, platforms, software, and tools and will be expected to work closely with other Library staff, academic and other professional departments to ensure that services meet the needs of students and staff across AUB.

The post holder will lead on and support the management of projects as appropriate. This will involve regular contact and close ties with the IT department, as well as with colleagues throughout the library service, to ensure the new system is properly implemented and configured to meet the needs of the service

PURPOSE OF THE ROLE

- Ensure that all library systems and related digital technologies are supported, developed and used effectively.
- Responsible for managing the development, operation and maintenance of library systems, and the provision of specialist advice and technical support to the library team in areas such as configuration, functionality, reliability and development.
- Developing effective working relationships with the library team, Digital Services and third parties.
- Responsible for evaluating problems associated with library systems, working effectively in partnership to ensure prevention, early intervention, and timely resolution of issues. This will include investigating faults, problem solving and liaising with suppliers to resolve issues.
- Co-ordinate projects and innovations relevant to the work of library digital resources.
- Assist with the development and maintenance of the library website and intranet.
- Collect, and collate statistical and management information.

KEY DELIVERABLES



Specialist:

- To manage and maintain the library systems and technology.
- To be responsible for electronic resources management, working with the library team to ensure appropriate performance measures of e-resources are in place to ensure best value and providing usage statistics for the various systems as required.
- To keep up to date by investigating new and emerging technologies; new digital initiatives; library systems and technology solutions to ensure the library can provide next generation e-resources.
- To provide expertise with enquiry support and hands-on guidance to staff in the development and management of educational technology resources and digital library systems
- To identify and prioritise required changes to systems, including liaising with suppliers and IT Services to resolve issues and deliver enhancements.
- To identify and evaluate emerging technologies and trends in systems and the digital environment e.g. use of AI in libraries, and contribute to Library planning in this area.
- To liaise and network with IT staff, to manage authentication and identity management software to provide access to e-resources and digitised content for authorised users in line with licence and copyright legislation.
- To co-ordinate projects and innovations relevant to the work of library digital resources.
- To maintain the currency of professional expertise through CPD activities



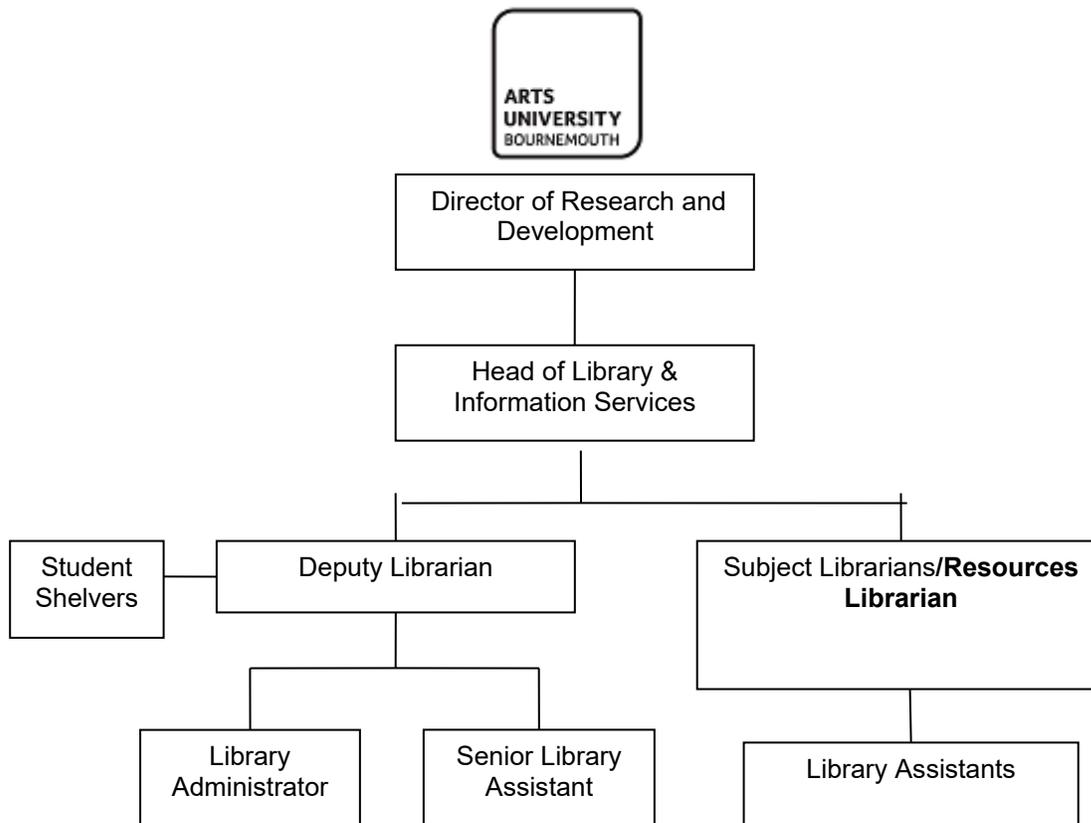
Customer / Teamwork:

- To be proactive in advocating initiatives in team meetings and with professional colleagues, reflecting on team deliverables and contributing to their implementation
- To liaise with academic and IT colleagues to support the University's digital learning infrastructure.
- To develop effective working relationships with colleagues at AUB whether through membership of committees, working groups or as a source of advice and guidance.
- To engage with teams across the University to support the effective dissemination of the Library's services to staff and students
- To manage the budget for own area of responsibility following established University procedures including the Financial Regulations
- To manage designated staff and supervise staff within the team as required. To take management responsibility in support of formal University policies and procedures, including equality and diversity, quality standards and health and safety and ensure staff comply with these.
- To provide coaching and support for colleagues as required; monitoring and reviewing progress and performance
- To keep up to date with health and safety responsibilities and complying with them during employment at AUB e.g. Fire evacuation and reporting faulty equipment.
- To contribute to the work of the team in support of the achievement of team deliverables.
- Any other duties commensurate with the nature and grade of the post e.g. graduation ceremony.

Planning & Organisation:

- To lead the development of projects aimed at extending the availability of library services and resources, using a range of applications and emerging technologies.
- To assist with the acquisition, description, management, discoverability and accessibility of library electronic resources and physical collections as appropriate.
- To ensure web information about the Library service and resources is accurate and up to date
- To contribute effectively to the coordination and organisation of Library staff development events and staff meetings as required

ORGANISATION CHART



CONTACTS

Internal

Students and all staff across AUB, including working with Digital Services (IT) in relevant areas.

External

Primarily other colleagues in HE, Library staff in other HEIs; information content providers and publishers