Robert Gordon University
University Library
Assistant Librarian (Collections and Discovery)

Job Description

Job Title: Assistant Librarian (Collections and Discovery) Reports to: Collections and Discovery Librarian Responsible for: N/A Location: Sir Ian Wood Building, with occasional travel to other campus buildings; occasional hybrid working	Working hours: 35h/week Working pattern: 0900-1700 Monday-Friday Grade/Salary: G5 Position type: Permanent, full time

Purpose of role

This role, within the Library's Collections & Discovery team, is responsible for cataloguing, classification, and resource management activities. These activities ensure the library's resource collections are comprehensive, up-to-date, accurate, discoverable, and accessible.

Job Context

The university library is located at the heart of RGU's Garthdee campus in the iconic tower of the Sir Ian Wood Building. We provide a comprehensive range of services and resources to enhance learning, teaching and engagement activity across all university and wider communities. As the gateway to collections, we facilitate access to over 100,000 print book titles, more than 225,000 e-book titles and over 40,000 e-journals and other online serials such as newspapers and conference proceedings. We also steward the university's unique art and heritage collections and manage the institutional repository which showcases the innovative and globally recognised work created by RGU researchers.

The library is an active partner in the delivery of the university's refreshed strategy, championing inclusive and sustainable approaches to all areas of our work, contributing to a vibrant and welcoming campus environment, driving research and the development of a strong research culture and is central to the provision of an excellent student experience.

RGU library is comprised of five core teams: Academic & Customer Support, Art and Heritage, Collections & Discovery, Digital Systems, and Research Support, supported by an administrator. In addition, cross functional teams bring together staff with diverse skills and experience to progress a range of service improvement projects.

The Library's Collections and Discovery Team is responsible for ensuring that all members of the university community have access to the information resources they need to support their teaching, learning and research. The team undertakes the acquisition of resources including databases, journals, books and eBooks through a variety of means including working with purchasing consortiums and supplier negotiations. We then manage those resources and, working closely with other Library teams, ensure they are accessible and discoverable. In addition, the team manages the online reading list and

digitisation services for the Library, two core services that enable and support the Library's delivery of resources to our students.

Main Duties

Cataloguing and Resource Management

- To be responsible for the cataloguing and classification of library stock (including print, electronic, and special collection material), in adherence to professional standards and practice, on Library systems. This will involve identifying, importing, and enhancing MARC records from external databases as well as creation of original records.
- Ensure all print and electronic resources are recorded and available on the Library Management System and Discovery Service. This will involve evaluation and activation of large electronic collections and undertaking, and supervising, work to ensure their accuracy and discoverability.
- Monitor availability and accessibility to ensure that the full range of resources are available to on and off campus users; work with the Collections & Discovery Librarian, Systems team, service providers, and suppliers to provide access and to resolve any issues.
- Support the Collections & Discovery Librarian in their management of acquisitions processes by checking the accuracy of order catalogue records, monitoring imports, and identifying and correcting issues with supplier metadata (including direct liaison with relevant parties as required).
- Maintain current awareness of national and international trends, standards, emerging technologies, and developments in all aspects of metadata and resource management, identifying, recommending, and implementing changes to practice where appropriate.
- Supervise resource management activities such as stock checks and withdrawing items in collaboration with other Library teams.
- Delegate cataloguing and resource management duties to library assistants as appropriate.
- Provide training for library staff on cataloguing, resource management and other areas of expertise as required for their roles or continuing professional development.
- Develop, manage, and document the systems, workflows, and processes required to undertake the work of the Collections & Discovery Team with regards to cataloguing, resource management, and related areas, monitor for efficiencies, and implement improvements.
- Develop, manage, and document systems, workflows, and processes for cataloguing, resource management and related activities ensuring efficiency and continuous improvement.

Teamwork and management

- Contribute to the Collections & Discovery team's strategic and operational policy and planning activities.
- Act as operational lead for the Collections & Discovery team in areas of responsibility and expertise including contributing to performance management.
- Lead cataloguing and resource management projects including, when needed, cross-library teams.
- Deputise for the Collections & Discovery Librarian as required.

Other duties

- Participate in the enquiry answering duties of the team, dealing with queries received by email, phone and in person, assisting with more complex enquiries as needed.
- Undertake reading list creation and updating when required.
- Co-ordinate the digitisation of chapters and articles as part of the Library's Digitisation Service, in accordance with Copyright Licensing Agency guidance, when required.
- Support the Collections & Discovery Librarian in delivery and development of the Reading List and Digitisation Services with regards to record accuracy and quality, and resource availability.
- Develop and maintain a working knowledge of copyright law and how it relates to resource provision and discoverability, reading lists, and digitisation services.
- Develop and maintain expert knowledge of the appropriate modules on the Library Management System.
- Support the work of the Library Collections & Research Support Manager through the creation and collation of statistics in relation to resource numbers, availability, and usage.

General

- Undertake manual handling duties in line with health and safety protocols.
- Keep up to date with continuing professional and technical developments in relevant areas.
- Maintain an understanding of appropriate policies and regulations including GDPR, copyright, and health and safety.
- Undertake the role in line with the university's core values: Our Values | RGU.

This job description is not exhaustive, and the role holder may be required to undertake other relevant duties as reasonably required by the university. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.

This role is suitable for hybrid working in line with the University's policy and guidance. Due to Library operational requirements, work from home will usually be limited to one day per week.

Person specification

This table lists the essential and desirable requirements needed to carry out this role effectively.

- **Essential**: requirements without which a candidate could not undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short-listing stage.
- **Desirable**: requirements which would enable a candidate to perform the job well. When short-listing, these criteria will be considered when multiple applicants meet the essential requirements.

Qualifications and Professional Memberships	Essential	Desirable
Educated to degree level or equivalent relevant experience	☒	☐
Degree or postgraduate qualification in library or information science	☐	☒
Knowledge and Skills		
Practical knowledge of library metadata and cataloguing formats, standards, and concepts including MARC 21, RDA and AACR2	☒	☐
Practical knowledge of classification schema and subject heading authorities including Dewey and Library of Congress	☒	☐
Organisational and time management skills	☒	☐
Ability to build and maintain good internal and external relationships	☒	☐
Excellent communication skills, both written and verbal	☒	☐
Capacity to be flexible and learn new skills in a changing environment	☒	☐
Effective supervisory and project management skills	☒	☐
Excellent and demonstrable IT skills (including use of MS Word, Excel, Outlook and Teams) and ability to learn new systems	☒	☐
Knowledge of the operation of reading lists and digitisations in a HE library	☐	☒
Knowledge of the UK Higher Education environment	☐	☒
Experience		
Experience of working in a support service role in higher education or experience of working in a library	☒	☐
Experience of working in an academic library	☐	☒
Experience of using a Library Management System	☒	☐
Experience of creating and working with catalogue/metadata records to a recognised standard	☒	☐
Experience of working in an environment that requires a high degree of accuracy	☒	☐
Experience of delivering a high quality of customer service	☒	
Experience of working in a team and independently	☒	☐
Experience of exercising initiative and problem solving	☒	☐
Experience of designing and delivering training, in person and/or online	☐	☒
Experience of using the CLA Digital Content Store	☐	☒
Experience of using the Ex Libris systems Alma, Primo and Leganto	☐	☒