

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Assistant Acquisitions and Metadata Librarian	Grade: 3
Accountable to: Acquisitions & Metadata Librarian	Salary: £28,274 - £34,515 per annum
Department: Library Services	Location: One primary location as designated
Section: Resources & Systems	

Contract Length: Permanent	Hours per week: 35	Weeks per year: 52
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Purpose of Job:

To assist in the development, delivery and exploitation of high quality and customer-focused library services at the University of the Arts London (UAL), which support the learning, teaching and research activities of its Colleges by monitoring agreed standards and supporting quality control for shelf-ready material in all formats and assisting in the acquisition, cataloguing, classification and metadata service on a University-wide basis to customer Colleges and Resources & Systems (R&S) colleagues.

Main Duties and Responsibilities:

1. Support the checking and quality control of shelf-ready materials from suppliers, including producing reports as required.
2. Acquire, classify and catalogue materials in all formats to agreed international standards (AACR2, MARC21, DDC, RDA) and provide metadata as required.
3. Assist with the creation and maintenance of print and electronic subscription records for all material formats.
4. Assist in quality control and maintenance of the library catalogue including authority records.
5. Participate in, and support, other Resources & Systems activities including systems, e-resources and serials functions to enable access, for example by providing metadata.
6. Assist in the training and supervision of staff working on routine collection management work.
7. Liaise with colleagues in Resources & Systems on the effective delivery of the service and the production of management information and statistics as required.
8. Supervise staff as designated.
9. Represent Library Services at College and Library Services meetings as required and attend internal UAL meetings as directed.
10. Contribute to and participate in the activities of the Library Services team as required and participate in Information Services projects and activities as required, including Task and Finish groups and involvement in project teams.
11. Uphold Library Services policies and procedures.
12. Manage designated budgets as appropriate.

In addition the post holder will be expected to:

13. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
14. Undertake health and safety duties and responsibilities appropriate to the role.
15. To work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.
16. 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 scheme and staff development opportunities.

17. Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

18. Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:

- Acquisitions and Metadata Librarian
- Resources & Systems Manager
- Resources & Systems staff
- Library Services colleagues
- External partners e.g. suppliers

Resources Managed:

Budgets: None

Staff: None

Other (e.g. accommodation; equipment):

Person Specification

<p>Specialist Knowledge/ Qualifications</p>	<ul style="list-style-type: none"> • Relevant experience in a library or customer service environment • Either a degree in Library and Information studies or equivalent, or a degree in any subject plus a postgraduate qualification in library and information studies or equivalent, as relevant to the post • Demonstrated commitment to own professional development which may include effective use of appraisal schemes and staff development processes. • Interest in the subject areas of UAL • Knowledge of metadata standards (AACR2, MARC21, DDC, RDA) • Use of cataloguing and acquisitions modules of an LMS • Experience of managing a budget
<p>Relevant Experience</p>	<p>Relevant experience within an academic environment or equivalent</p>
<p>Communication Skills</p>	<p>Communicates effectively orally, in writing and/or using visual media. Able to provide clear guidance using various communication channels</p>
<p>Leadership and Management</p>	<p>Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance</p>
<p>Research, Teaching and Learning</p>	<p>Effectively delivers basic training or briefings to support understanding or learning</p>
<p>Planning and Managing resources</p>	<p>Plans, prioritises and organises work to achieve objectives on time</p>
<p>Teamwork</p>	<p>Works collaboratively in a team and where appropriate across or with different professional groups</p>
<p>Student Experience or Customer Service</p>	<p>Provides a positive and responsive student or customer service</p>
<p>Creativity, Innovation and Problem Solving</p>	<p>Uses initiative or creativity to resolve problems</p>

Last updated: April 2018