JOB DESCRIPTION
Library Content Assistant
Vacancy Ref: N2716

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Library Content Assistant</th>
<th>Grade 3</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>The Library</td>
<td></td>
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<tr>
<td>Directly responsible to:</td>
<td>Acquisitions Team Supervisor</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
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</tbody>
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Other contacts

Internal:
Includes: Students and University users of the Library service, Library colleagues, relevant colleagues in other professional services e.g. ISS

External:
• Includes: Visitors and other external Library users, Suppliers, Library staff in comparable roles at other institutions

Major Duties

The Role –
The purpose of the role is
• To purchase and acquire library resources in all formats
• To support collection management activities
• To facilitate delivery and access to library content

Major duties -
• Participate in the ordering, receipting, and payment for library resources in all formats, using library, University, and supplier systems
• Verify and edit metadata and discovery records to an agreed minimum standard for acquisition and discovery, using library systems including Alma, OneSearch, Resource Lists
• Participate in the processing of print resources, activating electronic resources, and digitizing content
• Identify and respond to requests and queries from colleagues, customers and suppliers
• Contribute to print and electronic collection management activities to support stock retention and withdrawal
• Support the discovery and accessibility of resources via library and external systems
• Undertake administrative, practical, duties to facilitate the circulation of library resources
• Analyze and present data to assist with collection management and development
• Participate in the continuous development of services and procedures
• Participate in staff development activities including formal training sessions, short-term working groups, apprenticeships and self-directed learning to develop skills and competencies for rapidly changing service needs
• Undertake any other duties appropriate to the grade of the post as and when required by the Director of Library Services and Learning Development or nominated representative