

Job description

NOTE This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job Holders should be consulted over any proposed changes to this job description before implementation.

Job Title: Metadata Librarian

Reports To: Senior Content Specialist (Acquisitions)

Grade: NG5

Purpose: To assist the Senior Content Specialist (Acquisitions) in the provision of a responsive and professional Content and Digital Service, with a particular focus on catalogue records and Library Search.

PRINCIPAL ACCOUNTABILITIES

1. Take responsibility for the ongoing effectiveness of the metadata across all the library platforms; the catalogue in Alma, the online reading list system, and our retrieval system Primo. Ensure bibliographic records conform to recognised standards for descriptive metadata, (eg. RDA, AACR2, MARC21), controlled vocabulary (e.g Name Authority), classification schemes (e.g DDC). Support planning for any future transition to new standards as required. Upload MARC records from authoritative sources and configure import profiles to standardise data.
2. Take responsibility for quality control of the library catalogue, correcting records and checking authorities. Working with colleagues to identify improvements to existing records and support planning and delivery of those improvements.
3. Responsible for ensuring that links with the online reading list system are correctly linked to the catalogue. Make bulk changes within the system. Work with the Digital Services team to ensure that access to e-books is seamless. Trouble shoot access to e-books liaising with the Digital Services Developer.
4. Responsible for cataloguing to a high standard to ensure the best user experience via the discovery system Primo and good usage of the resources.
5. To provide feedback and information on the development of services to the Senior Content Specialist and the Head of Content and Digital Services.

6. Contribute to the formulation of Collection Development Policy and assist the Senior Content Specialist in the production of management information as required.
7. Undertake original cataloguing of resources in all formats including monographs (both print and electronic), serials, databases, DVDs and foreign language material.
8. Assist the Senior Content Specialist (Acquisitions) with writing and maintaining appropriate documentation and provide training for Content & Digital Service Assistants on standards required to identify good quality catalogue records.
9. Contribute to general colleague training and development programmes. To train and support other library colleagues as appropriate. Keep up-to-date with developments in the sector through Continuing Professional Development (CPD) and actively maintain appropriate professional contacts to the benefit of Student and Academic Services and the University.
10. Actively participate in and/or lead meetings and project teams with a view to developing, maintaining and monitoring the best possible quality of service. Support the provision of frontline services in the physical libraries and online, contributing to first or second line support, carrying out workflows and procedures that ensure that the Library provides a high quality and consistent service to students, colleagues and visitors.
11. Undertake any other duties as appropriate within their competence as required by the Senior Content Specialist or Head of Content and Digital services from time to time.

CONTEXT

Student and Academic Services (SAS) provides professional, efficient, effective and consistent researcher and student-focused support and services across the University's main sites in the West End and at Harrow. It leads on professional support for a wide range of governance, research, learning and wellbeing interventions that enhance the experience of students, colleagues and alumni throughout their relationship with the University.

SAS is a large and complex Directorate, organised into six clusters:

- Business Operations
- Employability and Graduate Success
- Learning Innovation and Digital Engagement
- Library and Archives Services
- Research and Knowledge Exchange Office
- Student Support and Residential Life

The Library and Archives Service comprises around 50 people, working in the following teams:

- Academic Engagement and Learning Development
- Content and Digital Services
- Customer Service
- Development and Planning
- Library Operations and Services
- University Records and Archives

The Content and Digital Services team (c.11 people) is led by the Head of Content and Digital Services. The team purchase and make accessible all library resources and provide support for Westminster Research (the University Institutional Repository). Content and Digital Services consist of an acquisitions team and a subscriptions team. The Metadata Librarian is part of the acquisitions team, who are responsible for one-time acquisition of e-books, books, inter-library loans and cataloguing. The subscriptions team are responsible for subscriptions of e-journals, e-books, databases and authentication and access, and digitisations.

The post holder will work closely with the Senior Content Specialist (Acquisitions) to establish effective and efficient work flows, specifically in the area of cataloguing. They will be responsible for the creation of catalogue records from scratch, amending downloaded records, classifying and assigning index terms as required. They will deputise as needed for the Senior Content Specialist at internal meetings.

The post holder works closely with colleagues across the service, particularly those in the Academic Engagement and Learning Development and Customer Service teams. It is also essential that the post holder works closely with colleagues in the Information Systems Support (ISS) department and that, outside of the University, they engage in continual professional development through a variety of means, including networking, conferences and formal training.

The Library and Archives Service makes a significant contribution to the University's key metrics, including NSS, TEF, KEF and REF and supports the University in meeting its statutory obligations in relation to information compliance.

SAS is committed to developing the skills and capabilities of its colleagues through a proactive programme of staff development. The post holder will be expected to engage in personal development and to be a role model to all members of the team.

The University requires all postholders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

DIMENSIONS

The Library and Archives Service operates in four locations with two groups in the West End and one at Harrow. The Content & Digital Team have a base at the Marylebone site, but all SAS appointments are made on the understanding that colleagues will work at any of the service points should the need arise.

The Metadata Librarian has some supervisory responsibilities over the work of Content and Digital Services Assistants, as well as colleagues working on projects.

Library colleagues can be scheduled for work at any site over a seven day week (e.g. including Saturday and Sunday) between the hours of 8.30am and 8.00pm. Content and Digital Team members will usually work Monday to Friday, but may be asked to work out of hours on occasion to meet service requirements, including a regular evening. The University operates a 35 hour week for full-time colleagues, normally over 5 days. No premium rates, additional remuneration or time off in lieu is made to colleagues required to work on Saturdays or Sundays as part of their normal core of hours. Details will be agreed prior to contract issue.

PERSON SPECIFICATION

	Essential criteria	Desirable criteria
Qualifications	<ul style="list-style-type: none">• A degree or equivalent practical experience that demonstrates a relevant level of knowledge and skills for the role (as outlined in this job description and person specification).	<ul style="list-style-type: none">• Relevant experience or a professional qualification in libraries.
Training and experience	<ul style="list-style-type: none">• Relevant library experience at a professional level or equivalent, preferably in an academic environment. Experience of online cataloguing using AACR2 or RDA and MARC 21.• Experience of classifying material using an internationally recognised scheme, preferably DDC.• Familiarity with using external databases to obtain MARC records e.g. Library Hub Cataloguing service• Good knowledge and experience of e-book licensing and access models and how this affects the user experience.• Good understanding of automated purchasing and its effects on the catalogue.• Experience of discovery systems preferably Primo and the use of cataloguing to manage the user experience.• Experience of Library Management Systems, preferably Alma.• Experience of Online Reading List Systems.	<ul style="list-style-type: none">• Experience of using Library of Congress Subject Headings.• Understanding of the Higher Education context in relation to learning resources and collection development.• Understanding of access and authentication.

Aptitude and abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Confident with software tools to make bulk data changes • The ability to work to agreed timescales while standards of accuracy are maintained. • Good organisational, analytic and time-management skills. • Ability and enthusiasm to take responsibility within a team and to adapt to changing professional standards, information technologies and educational requirements. • A good spread of relevant IT skills and knowledge, including some or all of the following: library systems, MS Office, e-journals and e-books, digitisation and Content Management Systems for web pages, and Blackboard. • Excellent customer service skills. • Proactive and self-motivated approach to work. • Ability to work as an effective team member. • Ability to manage a complex variety of tasks. 	
Personal attributes	<ul style="list-style-type: none"> • Flexibility to work out of hours on occasion to meet user or service expectations. • A curiosity and willingness to learn and develop. • Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable. 	

