Library and Learning Resource Center

Job Description: Librarian

Position Title: Librarian

Department: Library and Learning Resource Center

Reports To: Head of Library and Learning Resource Center

Appointment Type: Full-Time, 12-Month Contract (Renewable)

Role Summary

The Librarian plays a key supporting role within the Library and Learning Resource Center (LLRC). This full-time professional position contributes directly to the LLRC's strategic priorities in developing and maintaining high-quality academic collections. The role supports a broad range of core functions, including cataloging, collection assessment, metadata management, and digital resource integration.

The postholder plays a vital role in ensuring accurate and consistent bibliographic and metadata control of all library materials, both physical and electronic. Working in line with international standards such as RDA, MARC21, and LCSH, the role ensures the smooth operation of cataloging workflows, supporting the discoverability and accessibility of resources through well-organized and curated collections.

Key Duties and Responsibilities

1. Bibliographic Control and Metadata Management

- Assist in the creation and maintenance of bibliographic and authority records following international standards (e.g., RDA, MARC21, AACR2, LCSH, DDC).
- Support original and copy cataloging for a range of resources, including serials, e-resources, and special formats.
- Uphold metadata integrity and interoperability within the Library's ILS (e.g., LibraryWorld), ensuring structured access through OPAC and discovery platforms.

2. Collection Development, Mapping, and Assessment

- Assist in the collection mapping to align holdings with programme ratio,
- Align the Faculty request with the UWE Reading List.
- Participate in collection analysis, usage tracking, and resource evaluation to support evidence-based development, retention, and deselection.
- Contribute to inventory control, including stock verification, shelf audits, weeding, and reclassification of outdated materials.

3. Resource Acquisition and Vendor Coordination

- Assist in the end-to-end procurement process, including requisitions, vendor communication, order tracking, and invoice processing.
- Collaborate with resource partners, including MASADER, UWE, to ensure timely access to key resources.

- Support the management of license agreements, e-resource troubleshooting, and documentation of digital asset lifecycles.

4. User Services, Liaison, and Instructional Support

- Respond to user inquiries regarding access, bibliographic searching, and resource discovery.
- Assist in preparing and delivering orientation and information literacy related to LLRC
- Coordinate with academic and research departments to promote collection visibility through exhibitions, showcases, and thematic displays.

5. Technical Infrastructure and Systems Support

- Collaborate with ICTSS and library systems personnel to ensure the functionality and accuracy of metadata architecture, ILS settings, and repository workflows.
- Support system upgrades, cataloging module testing, and authority control processes.

6. Operational Oversight and Administrative Contributions

- Contribute up to 20% of time to operational tasks, including facility logistics, stockroom organization, environmental monitoring, and space management support.
- Assist with routine reporting, workflow documentation, and quality assurance activities aligned with institutional audit requirements.
- Support projects involving preservation, digitization, off-site storage, and internal archive organization.

Person Specification

Essential Qualifications, Skills, and Experience

- Degree in Library & Information Science (BSc/MSc)

- Minimum 3 years' experience in academic/research libraries

- Proficiency in ILS and metadata standards

- Strong organizational and communication skills

Working Conditions

- 40 hours per week

  - Sunday–Wednesday: 12:00 PM – 8:00 PM

  - Thursday: 8:30 AM – 4:30 PM

- Flexibility is required during academic peaks (e.g., exam periods, institutional events)

Performance Measures

- Timeliness and accuracy of cataloging records

- Responsiveness to resource acquisition requests

- Quality and consistency of metadata and classification

- Active engagement in team initiatives and academic collaborations

- Attendance and Punctuality

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