

Job Description

Job title	Assistant Librarian
School / department	Library Services
Grade	4
Line manager	Acquisitions and Subscriptions Manager
Responsible for (direct reports)	n/a
Date of creation or review	25/06/2025

Main purpose of the job

The post-holder is responsible for the provision of efficient and effective acquisitions and collection management processes for print and electronic resources. They deliver high standard cataloguing, classification and metadata services. The post holder contributes to the delivery of consistent, reliable and effective access to electronic resources.

The post-holder also administers the Library Services day-to-day budget and procurement activities on behalf of the Acquisitions and Subscriptions Manager; maintaining high quality and accurate records in the University procurement and ordering system, ensuring compliance with the financial regulations of the University.

Key areas of responsibility

1. Deliver an effective and reliable acquisition service relating to all print and electronic resources, subscriptions, and document delivery items, liaising with external suppliers and subscription agents to ensure the integrity of the collection
2. Responsible for the administration of the purchase, renewal, and cancellation of print and electronic subscriptions
3. Provide support during all stages of the electronic resources life-cycle
4. Respond to and resolve electronic resources access enquiries
5. Manage inter-library loans
6. Carry out data entry into various library systems, ensuring that quality control measures are followed in relation to accuracy of holdings information
7. Ensure all items are catalogued and classified to MARC21 standard
8. Contribute to the training for library staff on library ordering processes and platforms; updating and maintaining training documentation as appropriate.

9. Create and manage purchase order requests within the University procure-to-pay system for Library Services, processing the resulting invoices and ensuring compliance with the financial regulations of the University
10. Using databases, supplier platforms and other sources to create and maintain management information for library resources and subscriptions
11. Assist with ordering and receipt of print and alternative format resources as required
12. Manage travel, accommodation and catering arrangements on behalf of Library Services through the University's specified platform and advise on the best value itineraries
13. Manage and monitor credit card orders for non-standard specialist information resources, as agreed with the Acquisitions & Subscriptions Manager, including preparation of monthly expenditure logs for approval by the Head of Content and Scholarly Communications.
14. Undertake a programme of continuing personal development, including development of specialist skills and knowledge required for particular service areas
15. . Demonstrate personal commitment to the equality and diversity policies of the University.
16. Other additional duties may be required that are commensurate with the grade and hours of the post and may include general library duties on occasion

Dimensions / background information

Although based at a particular campus, the post holder is required to work at any of the University sites as necessary.

Annualised hours will apply to this post.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	A degree or equivalent experience	Essential	X	X	
	Commitment to study towards a professional qualification in information / library studies, or equivalent	Essential	X	X	
	Professional qualification in information / library studies, or equivalent experience	Desirable	X	X	
Knowledge and experience	Experience gained in a library environment	Essential	X	X	
	Experience working with print or electronic resources and library systems	Essential	X	X	
	Understanding of library resources used in a higher education environment	Essential	X	X	
	Experience of metadata / cataloguing and classification workflows and processes	Essential	X	X	
	Experience administering document delivery services	Desirable	X	X	
Specific skills to the job	Data entry into computer systems to a high level of accuracy	Essential	X	X	
	Excellent administrative skills	Essential	X	X	
	Excellent IT skills including experience of Microsoft Office	Essential	X	X	
	Good attention to detail with ability to maintain high levels of	Essential	X	X	

	accuracy and proactively prioritise competing demands				
	Experience of customer support and/or troubleshooting to resolve access to resources enquiries	Essential	x	x	
	Experience of working with electronic resources	Desirable	x	x	
General skills	Ability to work independently and as part of a team with minimal supervision	Essential	x	x	
	Excellent standards of written and oral communication	Essential	x	x	
	Ability to communicate with people with different levels of knowledge and skills ranging from expert to novice, both within and outside the University	Essential	x	x	
	Experience of customer support and/or troubleshooting	Essential	x	x	
Other	Adaptable approach to working in a rapidly changing environment	Essential	x	x	
	A commitment to meeting user needs and proactive, positive approach to service development	Essential	x	x	
	Ability to innovate and apply lateral thinking to solve problems	Essential	x	x	
	Evidence of continuing professional development and keeping up-to-date with sector issues and developments.	Essential	x	x	

Disclosure and Barring Scheme Is a DBS Check required: ☐ DBS ☒ This post does not require a DBS check

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²Demonstration: Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.