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**Job Description**

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| **Job title:** | **Acquisitions Librarian** |
| **Department/School:** | **Library** |
| **Grade:** | **6** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| To oversee the efficient operation of the Acquisitions section within the Library’s Technical Services Department. The post-holder deputises for the Bibliographic Services Librarian as needed, providing support with the day-to-day management of the book and e-book collections.  |

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| **Source and nature of management provided**  |
| Bibliographic Services Librarian |

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| **Staff management responsibility** |
| You will line-manage: • 1 Senior Library Assistant (full-time) • 1 Senior Library Assistant (part-time) In addition, you will deputise for senior Technical Services Librarians to maintain the overall smooth running of the Department.  |

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| **Special conditions**  |
| Chartership OR Fellowship with CILIP (Chartered Institute of Library and Information Professionals) or equivalent international qualification, or clear commitment to achieve it if not yet awarded. |

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| **Main duties and responsibilities**  |
| **1** | To oversee the Acquisitions section to ensure an efficient workflow. This will include maintaining sufficient cover during advertised opening times. |
| **2** | To line-manage colleagues on a day-to-day basis. The post-holder will communicate effectively with all members of the team and organise and undertake training to ensure a consistent and efficient level of service is maintained, and will conduct Staff annual Development and Performance Reviews for the section’s library assistants. |
| **3** | To use Relationship Management in communicating and helping negotiate acquisition deals with providers, suppliers, and internal stakeholders (Subject Librarians, academics), also with representatives with related systems (Alma, Rialto). Manage eBook subscriptions. |
| **4** | To develop and implement Acquisitions policy and procedures in conjunction with the Bibliographic Services Librarian. Acquisitions is a fast-moving area which requires regular revision of the procedure’s manual on the wiki. The post-holder takes overall responsibility for up-dating this. |
| **5** | In liaison with the Information Librarian (Cataloguing and Metadata) and the Bibliographic Services Librarian, to develop effective mechanisms for managing e-book holdings.  |
| **6** | Via the Topdesk enquiry system, respond and resolve student and staff enquiries relating to ebooks and liaise with e-book providers and publishers to resolve any access issues, troubleshooting as required. Ongoing maintenance of ebooks, through turnaways, mediated requests and EBA expenditure reporting. |
| **7** | To supervise and assist with ordering, accessioning and invoicing procedures, including supervising and ordering reading list material, in liaison with the Reading List Librarian. |
| **8** | To gather and disseminate statistics and reports relating to the book ordering process. In conjunction with the Bibliographic Services Librarian, maintain statistical information pertaining to e-book usage. |
| **9** | To use the Library Management System (Ex Libris’ Alma) to produce management information on acquisition workflow and other relevant information relating to Technical Services operations. This will involve liaison with system support staff. |
| **10** | To keep abreast of trends in higher education, librarianship / information science, and relevant technological developments and consider how these may impact upon the Library service. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance |

**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| First degree or equivalent qualification | **✓** |  |
| Library or Information/Data Science qualification recognised by CILIP (or equivalent accrediting body), or clear commitment to completion if not yet awarded | **✓** |  |
| Chartership OR Fellowship with CILIP (Chartered Institute of Library and Information Professionals) or equivalent international qualification, or clear commitment to achieve it if not yet awarded  | **✓** |  |
| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Display an awareness of the use and potential of e-resources in a University Library environment | ✓ |  |
| Experience of team leading/supervision | ✓ |  |
| Line management experience |  |  ✓ |
| Demonstrate an interest for service development, and in the area of Acquisitions  | ✓ |  |
| Have experience of working in a library or related environment | ✓ |  |
| Have experience of using an acquisitions management system, e.g., Alma, Rialto |  | ✓ |
| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Work effectively with IT tools and resources including Library Management Systems | ✓ |  |
| Approach the organisation of information in a thorough and methodical manner, with good attention to detail | ✓ |  |
| Display a committed and pro-active approach to library and information provision | ✓ |  |
| Communicate effectively with all levels of staff and users | ✓ |  |
| Work co-operatively in a team environment | ✓ |  |
| Work to deadlines and prioritise own work and the work of section colleagues | ✓ |  |

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| **Effective Behaviours Framework**The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.  |
| **Managing self and personal skills:**Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.   |
| **Delivering excellent service:**Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.   |
| **Finding innovative solutions:**Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.   |
| **Embracing change:**Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.  |
| **Using resources:**Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.   |
| **Developing self and others:**Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.   |
| **Working with people:**Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.    |
| **Achieving results:**Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.   |