Job Description

Job title:	**Senior Library Assistant – Cataloguing & Metadata**
Department/School:	**Technical Services, Library**
Grade:	**4**
Location:	**University of Bath premises. There is the opportunity to work a proportion of the week from home, with prior agreement.**

Job purpose
The Cataloguing and Metadata team's main purpose is to ensure the electronic and print collections of the Library can be searched efficiently to provide accurate and relevant results for the University's scholarly community and its global partners. The University's national and international research and teaching activities all rely upon seamless access to the information resources maintained by the Technical Services department. The aim of this position is to create or source excellent quality metadata and catalogue records using the Library Management System (Ex Libris' Alma) and international cataloguing standards (MARC 21, AACR2 and RDA) to support the above purpose.

Source and nature of management provided
Line Manager = Garth Bradshaw, Cataloguing and Metadata Librarian

Staff management responsibility
Supervisory responsibility for: Erasmus placement students, work experience students, job shadow participants, occasional casual staff engaged for specific projects.

Special conditions
Although primarily desk-based, there is a manual handling element to the role. This will include shelving stock and moving stock using trolleys.

Main duties and responsibilities	
1	Creating or sourcing high-quality metadata for the Library's electronic and print collections. This will involve the use and interpretation of internationally recognised

	standards (MARC 21, AACR2 and RDA).
2	Analysing and enhancing metadata to ensure accuracy, consistency and maximum retrievability via the Library's discovery systems (Ex Libris' Alma and Primo).
3	Communicating (verbally or by e-mail) with Subject and Faculty Librarians to investigate, understand and explain unexpected search results which can arise as a result of the algorithms used by the Library's resource discovery software. This problem-solving necessitates engaging with issues as they arise and the ability to utlilise expertise to advise on potential solutions or options in a clear way, supported by the Cataloguing and Metadata Librarian when appropriate.
4	Cataloguing and description of the Library's 'unique and distinctive' Research book collections with a view to enhancing their retrievability for a global audience. This work requires:- • a high level of initiative and personal judgement on how to interpret and apply guidelines, drawing on cataloguing and resource discovery experience • the ability to work with diverse and obscure materials whilst ensuring consistency of treatment and adherence to international standards
5	Making individual operational decisions and contributing to team decisions relating to departmental objectives.
6	Supervising, training and mentoring new staff under the direction of the Information Librarian – Cataloguing and Metadata. Providing training and support for placement students, job-shadowing participants and casual project staff in cataloguing procedures.
7	Liaising with senior Technical Services colleagues over University, Library and team priorities and planning workflow and workloads accordingly.
8	Undertaking reading list checking and creation using the Library Management System (Leganto module) during peak periods in the academic year under the direction of senior colleagues.
9	Initiating discussion on team and departmental procedures to ensure continuous service improvement and documenting and communicating any changes.
10	Keeping abreast of developments in Library-related technology and international standards to ensure team output is relevant and future-proof.
11	Handling enquiries from library users (academic / research staff and students), which may relate to resource discovery / cataloguing or relate to the work of other sections within Technical Services. This requires a good working knowledge of colleagues' roles and a flexibility of approach.
12	Participating in wider-Library activities and groups, eg. Staff Development Group, Promotions Group, Safety Team.

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

Criteria: Qualifications and Training	Essential	Desirable
Knowledge of international cataloguing standards (MARC 21, AACR2 and RDA) is integral to this post – full training will be given as part of the induction process and training is an on-going requirement.	✓	
Educated to GCSE level, or equivalent work experience.	✓	
Good understanding of IT applications such as Microsoft Office.	✓	
Certification with CILIP (Chartered Institute of Library and Information Professionals). This certification is recognised by the post-nominals ACLIP.		✓

Criteria: Knowledge and Experience	Essential	Desirable
The ability to demonstrate excellent written English and a high-level understanding of grammar, punctuation and comprehension.	✓	
Experience of working in a library / archive or records management environment.	✓	
A demonstrable understanding of the different types of publication (ie. textbooks, monographs, e-books, journals, reports etc.)	✓	
Experience of using a Library Management System to enter and retrieve data. The University of Bath Library uses Ex Libris' Alma system.		✓
A good working knowledge of modern European languages in their written form.		✓

Criteria: Skills and Aptitudes	Essential	Desirable
The ability to maintain a consistency of cataloguing practice and sustain a high-quality output.	✓	
The ability to work to an excellent level of accuracy and attention to detail for sustained periods of	✓	

time.		
The ability to apply international standards and interpret rules and guidelines.	✓	
The confidence to use personal judgement and experience to make decisions on cataloguing-related problems or issues.	✓	
Demonstrate a versatile, adaptable and enthusiastic attitude.	✓	
The ability to motivate yourself and others.	✓	
The ability to work co-operatively in teams, task-groups and meetings, sharing your knowledge and ideas with others.	✓	
Demonstrate excellent customer support.	✓	
The ability to communicate effectively with all levels of staff and users, in writing and in person.	✓	

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.