

JOB DESCRIPTION

Vacancy reference:	SRF26546
Post Title:	Senior Library Assistant (Research Publications)
Grade:	Grade 4
School/Department:	Library
Reports to:	Research Publications & Institutional Repository Manager

Purpose

To support processes for achieving Open Access compliance in the University's Institutional Repository (CentAUR).

To record and monitor Open Access compliance.

Main duties and responsibilities

Institutional Repository

- To check and update metadata records for bibliographic accuracy.
- To interpret publishers' policies and licensing for full texts archived in CentAUR and to contact publishers where specific archiving permissions are needed.
- To seek out, and upload to CentAUR, full texts for Open Access compliance for REF, funders and the University's Open Access Policy, if not already self-archived by authors.
- To record the Open Access status of publications for internal and external reporting.
- To liaise with authors in order to resolve Open Access compliance issues.
- To support authors in their use of CentAUR by responding to enquiries received through the CentAUR help desk.
- To support the team's programme of Open Access communications, events and activities
- To contribute to the workflow process and policies for CentAUR.

General

- To join a liaison team providing services to students and staff in one of the faculties including working on a subject Information Desk.
- To participate in the rota'd staffing of the Information / Reception points (e.g. evenings and weekends as required).
- To contribute to Library-wide activities and policy making by participating in special projects from time to time.
- To undertake any other duties deemed necessary and reasonable by the University Librarian.

Staff are appointed to the University Library as a whole and may, if necessary be required to work anywhere within it.

Terms and conditions

Full time, fixed term until 28 Feb 2021.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 18/05/18

PERSON SPECIFICATION

Job Title	School/Department
Senior Library Assistant (Research Publications)	Library

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Good written and oral communication skills • Good interpersonal skills for team working • Good time management skills • Good IT skills (MS Office, incl. Word and Excel; email) 	
Attainment	<ul style="list-style-type: none"> • A good general education to at least A level standard or equivalent 	<ul style="list-style-type: none"> • Professional training in librarianship or information science
Knowledge	<ul style="list-style-type: none"> • Familiarity with online databases and library catalogues for information retrieval 	<ul style="list-style-type: none"> • Open Access • Publisher copyright agreements
Relevant Experience	<ul style="list-style-type: none"> • Experience of data input or editing 	<ul style="list-style-type: none"> • Experience of data entry in bibliographic databases or library catalogues • Experience of working in a higher education, research or library environment • Experience of supporting users
Disposition	<ul style="list-style-type: none"> • Accuracy and a high level of attention to detail • Methodical and observant • Persistence with detailed processes • Willingness to learn • Ability to work independently 	
Other	<ul style="list-style-type: none"> • Awareness of health and safety responsibilities at work 	<ul style="list-style-type: none"> • A valid UK Driving Licence • Willingness to undertake the University's First Aid course to become an Appointed Person or First Aider

Completed by: Julia Munro	Date: 18/5/18
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