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| Job title | Senior Library Adviser (Discovery and Access Metadata) | Job family and level | Administrative, Professional and Managerial Level 3 |
| School/ Department | University of Nottingham Libraries | Location | King's Meadow Campus |

Purpose of role

You will be working in our Discovery and Access team, which delivers the infrastructure – metadata and systems – to help people in our city and all over the world find and use University of Nottingham resources. As part of the Discovery and Access Metadata group, you will create, apply and share bibliographic metadata to support discovery services at the University of Nottingham ensuring that our diverse academic community has ready access to Libraries' annual investment of c. £6m in library resources. You will implement metadata standards to ensure retrieval of material in different languages and a wide range of formats and facilitate access to locally created material managed through our Open Access and data repositories.

Additionally you will assist in recording the movement of stock between branch libraries and the stores according to agreed collection development policies and in line with Libraries' involvement in the National Bibliographic Knowledge Base (NBK) and in the UK Research Reserve.

We welcome people from different cultures, ethnicities and beliefs and are currently working towards increasing the diversity of our department. Our city is known and loved for its diversity and we would particularly encourage applications from those who are currently underrepresented in Libraries, such as racially minoritised people, to better reflect the diverse community we serve.

| | Main responsibilities | % Time per year |
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| 1 | <p>You will provide a precise record of the Library's holdings and digital assets, including subject access to those holdings and assets, to facilitate searching by end-users and stock management by Library staff</p> <ul style="list-style-type: none"> ☐ catalogue new acquisitions ☐ update records for relocated or withdrawn stock ☐ delete records for lost or discarded items and ensure that a searchable record of these items for administrative and auditing purposes is maintained ☐ contribute to planning and carrying out retrospective cataloguing projects | 30% |

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| 2 | <p>You will validate and check copyright compliance of material added to the institutional repositories</p> <ul style="list-style-type: none"> <input type="checkbox"/> maintain an awareness of REF eligibility criteria and compliance requirements associated with research funder mandates and publisher licenses <input type="checkbox"/> support academic authors through procedures for the deposit and validation process for research publications in the Research Information System (RIS) <input type="checkbox"/> validate research datasets within the data repository <input type="checkbox"/> undertake procedures for the electronic management and publication of PhD theses | 30% |
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| 3 | <p>You will work closely with the SLA Collections staff to manage stock in line with agreed Collection Development policies and UKRR arrangements</p> | 10% |
| 4 | <p>You will support best practices in the production and application of metadata for the University's digital projects and collections and also to support the research outputs of the academic community through:</p> <ul style="list-style-type: none"> <input type="checkbox"/> understanding metadata schemas and standards such as MARC21, Resource Description and Access (RDA), and Dublin Core <input type="checkbox"/> advising the academic community on descriptive metadata | 10% |
| 5 | <p>You will work proactively to improve and develop services</p> <ul style="list-style-type: none"> <input type="checkbox"/> actively demonstrate a commitment to service delivery <input type="checkbox"/> contribute to the review of services, highlighting any discrepancies or improvements that might be made <input type="checkbox"/> contribute to projects to review and develop services <input type="checkbox"/> maintain an awareness of library services as they develop particularly with regard to cataloguing standards, resource discovery and metadata schemas <input type="checkbox"/> collaborate within the team and liaise with staff from other sites and sections to provide an integrated and consistent service | 10% |
| 6 | <p>You will make a wider contribution and develop yourself</p> <ul style="list-style-type: none"> <input type="checkbox"/> actively participate in the Content and Discovery section in order to facilitate communication and collaborative working. <input type="checkbox"/> pursue personal development to build specialist, technical and professional capability and expertise. <input type="checkbox"/> participate in department-wide projects. <input type="checkbox"/> represent the library at internal and external meetings | 10% |
| | <p>You will carry out any other duties appropriate to the role and level of the post</p> | |

Person specification

| | Essential | Desirable |
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| Skills | <ul style="list-style-type: none"> <input type="checkbox"/> Ability to work quickly and accurately by paying attention to detail even when under pressure <input type="checkbox"/> Good communication and interpersonal skills <input type="checkbox"/> Ability to work on own initiative and as part of a team <input type="checkbox"/> Capacity to learn rapidly, especially the use of software and procedures | <ul style="list-style-type: none"> <input type="checkbox"/> Proficiency in one or more foreign languages |

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| Knowledge and experience | <ul style="list-style-type: none"> □ Demonstrable ability to catalogue in an online environment, using AACR2/RDA and MARC21 □ Knowledge of the principles of Library of Congress Subject Headings and Classification scheme, and their application □ Working knowledge of metadata schemas and protocols such as Dublin Core | <ul style="list-style-type: none"> □ Experience of the Ex Libris Alma library management system □ Experience of working in an academic library environment, and of the typical University context □ Understanding of the information requirements and information seeking behaviour of students and researchers |
| Qualifications, certification and training (relevant to role) | <ul style="list-style-type: none"> □ Qualified to A level standard, or equivalent with GCSEs in English and Maths OR substantial work experience in further education, higher education or libraries. | <ul style="list-style-type: none"> □ Educated to degree level, or equivalent □ Postgraduate library / information studies qualification □ Associate of Chartered Institute of Library & Information Professionals (ACLIP) |



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Our Cultural Elements

Libraries has developed a clear set of core behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Respect

Where we acknowledge one another's basic dignity, we have empathy for every person's life situation, we listen to and encourage each other's opinions and input, we value others' contribution and we do not tolerate bullying and other unprofessional behaviour.

Appreciation

Where we celebrate one another as part of our daily routine, taking time to thank people and let them know they are valued and the impact they have.

Ownership

Where we take positive accountability for our work and behaviour, we do not point fingers or get defensive. We operate in the learning culture where there is failure without blame – we accept that mistakes can be made but treat them as learning experiences rather than failures.

Assuming positive intent

Where we don't make assumptions about people's behaviour or take it personally, we acknowledge that everyone has different pressures and that, often, people are trying their best and mean well.

Curiosity

Where we accept that we can never know everything, we are open to challenge – from others and ourselves – and seek to broaden our minds and learn from our own experience, and the experiences and insights of others. Where we embrace change and innovation and strive to be better.

Key relationships with others

