

## Guidelines for Library Representatives (Staff)

Each School is asked to nominate one Library Representative, preferably a member of academic staff. Library Representatives work closely with the Liaison Librarian for their school to ensure good communication between the school and the Library. This communication is both ways – keeping your school informed of Library matters and keeping the Library informed about the learning, teaching and research needs of your school.

### **Meetings**

The Senior Librarians (Academic Liaison) will communicate with Library Representatives via e-mail and will arrange informal meetings as and when necessary.

Library Representatives are also invited to attend Library User Group meetings chaired by the Senior Librarians (Academic Liaison). This is an opportunity for the Library to update you on new services and developments and for you to feedback the views of your school and meet with Library Representatives from other schools.

Frequency of meetings: Once a semester

### **Your role and key areas of involvement**

#### **Collection Development**

Book budget

- Encourage staff to make recommendations at regular intervals throughout the year.
- Ensure that the School book allocation is committed by the date set by the Library each year
- Monitor recommendations made by academic staff and confirm that they are relevant to teaching and research needs of the school.
- Approve orders made by colleagues either via the Library's book ordering system (currently DawsonEnter) or make formal arrangements with your Liaison Librarian to approve orders in an alternative way.
- Where necessary comment on the appropriateness of recommendations received from students for purchases made through central Library funds.

Donations

- Assist the Senior Librarians (Academic Liaison) and Collection Manager in assessing material offered to the Library via donations
- Point library staff in the direction of academic staff with particular subject knowledge when necessary.

#### **Trials**

- Gather feedback on any trials which the School has requested, and if appropriate give feedback on other trials the Library is participating in. At the end of the trial provide a clear opinion on whether the product content is relevant to the needs of the School.

#### **Subscriptions (Journals and Databases)**

- Identify new material required by the School and where necessary place in order of priority.
- Where usage of resources is low assist the Library in reviewing content and establishing if the resource is still relevant to the needs of the school.
- Assist the Library in identifying where subscription items are no longer needed.

#### **Collection Management**

- Advise the Library or put the Library in contact with relevant colleagues to assess collections and identify items for withdrawal or Library store.

#### **Communication**

- Act as the main point of contact between the School and the Library. This includes advising your Liaison Librarian on appropriate methods of communicating with the Department through formal and informal mechanisms.
- Co-ordinate school responses when the Library is looking to consult on matters of service provision.
- Disseminate information about the Library (e.g. new services or new resources) to academic colleagues.
- Alert your Liaison Librarian to new colleagues in your School so that they can be made aware of support and services available from the Library at an early stage.

#### **Encourage staff and students in your School to engage with the Library**

- Encourage attendance at Library events and participation in surveys.
- Liaise with the Library to organise appropriate talks at School/Department meetings.
- Ensure that academic colleagues are made aware of the need to alert the Library to new courses/modules or research areas at an early stage especially where significant new Library resources are required to support these activities.
- Encourage colleagues to work with the Library in improving the student experience e.g. submitting reading lists to the Library in a timely manner, using the CLA scanning service and where appropriate arranging information literacy sessions.
- Encourage colleagues to engage at an early stage with Open Access and Research Data Management teams to ensure research outputs are compliant with REF and funder policies.
- Encourage academic colleagues to engage with Library services e.g. attend events, training courses, submit reading lists