



St Mary's
University
Twickenham
London

JOB DESCRIPTION

Job Title:	Resources Librarian – Subscriptions and Open Access
Department:	Library Services
Grade:	G
Working Hours:	36 Hours (1.0 FTE)
Term:	Permanent
Reports to:	Head of Information Resources & Content
Responsible for:	No direct reports, but supervises work of other team members as appropriate
Regular contacts:	External specialist suppliers; university purchasing consortia; Academic Liaison Librarians; academic staff

Main purpose of role

To ensure the provision and delivery of continuous access to the Library and Learning Resources databases, e-resources and e-journals through effective administration and management of subscription resources. To provide open access services and manage the University's open research repository.

Provision of subscription library resources to University users

- To produce annual and on-demand cost estimates for new and existing library subscriptions to inform budgeting and decision-making, liaising with external content providers, subscription agents and purchasing consortia to obtain the necessary information
- To act as the library's main point of contact with e-resource and print subscription content providers
- To evaluate and scrutinise licence agreements/contracts for subscription resources prior to commitment, liaising with the Legal Services team as necessary
- To order/renew all agreed subscription resources with external content providers and/or via a subscription agent, including raising purchase orders and ensuring

compliance with University procurement procedures

- To monitor renewal dates for subscriptions and ensure that timely renewal action is taken to avoid breaks in access
- To configure discovery, access and authentication for subscription e-resources, using specialist tools such as the link resolver knowledge base, library discovery platform, EZProxy, Shibboleth and IP recognition settings
- To coordinate link resolver metadata for all subscription e-resources to ensure that resources are easily discoverable by users, and to liaise with the link resolver supplier to ensure continuous access
- To ensure that subscription library e-resources are discoverable in external tools (e.g. Google Scholar) wherever possible
- To resolve discovery, access and authentication problems with e-resources, liaising with content providers and internal staff as required
- To maintain processes for the Library's print periodical subscriptions, including maintenance of check-in records, claiming of missing issues and coordination of physical filing/storage
- To assemble and maintain usage data for e-resources, collating data from provider platforms and other services such as JUSP, and providing data in appropriate formats for internal management use
- To collate the necessary financial, usage and collections data on subscription resources for the University's annual SCONUL statistical return and any other external reporting requirements
- To maintain designated webpage content relating to library resource discovery and use
- In collaboration with the Resources Librarian – Acquisitions and Systems, to oversee the University's library discovery interface (currently Ex Libris Summon), including coordinating problem resolution with the supplier and making visual and functional changes to the interface in consultation with the team leader

Other subscriptions and licensing duties

- To manage service subscriptions and memberships for a range of external online services mediated by the Library Services department. This includes placing orders/renewals, liaising with suppliers, analysing and organising licence agreements and processing purchase orders/invoices
- To administer institutional intellectual property licensing agreements on behalf of the wider University, including submitting necessary reporting information required by the licensing authority and processing annual renewals
- To keep organised records of all subscriptions, licence agreements and commitments, and to provide regular summary information on expenditure to the

Head of Information Resources & Content

- To analyse licence permissions for library e-resources in support of collaborative partnership programmes and cost new subscriptions and/or add-on charges in liaison with external content providers

Open Access publishing support

- To oversee the day-to-day operation of the St Mary's Open Research Archive (institutional repository) using ePrints software platform
- To participate in advocating open access through, for example, delivering presentations and small group workshops
- To assist academics with depositing their research outputs in the repository and obtaining their ORCID iDs
- To check all repository records for compliance with the REF Open Access Policy, including liaising with academic staff to obtain necessary supporting documentation where required
- To provide statistical reports for internal management use, and to flag outputs which do not comply with the University and REF open access policies
- To ensure high quality metadata for all records in the repository, including proactively monitoring recently published outputs and updating records appropriately
- To support compliance with the University and REF open access policies through provision of training, support and appropriate advice
- To advocate open access to research staff and Post Graduate Researchers
- To work with the University's repository hosting supplier to resolve technical issues with the repository platform

Staff supervision and project work

- To work with the Head of Information Resources & Content to ensure the work of all team members is fully coordinated in line with the team operating plan and wider Library Services departmental strategy
- To supervise the work of the Information Resources Administrators in the area of subscription resource administration as required
- To participate flexibly in projects to develop new functions and services to meet user needs as identified by the team leader and the Library Services Management Team

General duties

- To provide temporary cover for tasks within the Information Resources & Content Team in the absence of other team members
- To participate in the Library Customer Services rota and work at Library service points on a rota basis.
- To represent the Library Services internally and externally as required
- To remain current with developments in the Library and Information Management sector and attend external CPD events as required to develop professional knowledge

The above list is not exclusive or exhaustive and the post holder will be required to undertake such other duties as may reasonably be expected for the level of role. All members of staff are required to be co-operative and flexible in line with the needs of the department and its services

University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.

Person Specification

Criteria	Assessed By		
	Essential (E) Desirable (D)	Application	Interview
Education/qualification and training			
First degree and/or appropriately qualified by experience	E	X	
Professional qualification in a library/information related subject or appropriately qualified by experience	E	X	
Evidence of a proactive approach to continuing professional development	E	X	X
Knowledge/skills			
Familiarity with the range of subscription and e-resources administered by Higher Education libraries to support teaching & learning and research activity	E	X	X

In-depth understanding of the academic journal publishing process including open access	E	X	X
Understanding of library digital access management technology, including discovery interfaces, link resolvers, proxy servers and authentication	E	X	X
Ability to analyse digital and service licence agreements and to provide decision-making advice to other staff	E	X	X
Ability to negotiate with commercial content providers where appropriate to obtain effective outcomes for the University	E	X	X
Familiarity with intellectual property licensing in a Higher Education context (e.g. CLA, ERA)	E	X	X
Knowledge of copyright law, copyright licensing and its impact on academic activity and library services	E	X	X
Ability to create and maintain financial records to a high level of accuracy	E	X	X
Ability to export, manipulate and report on data from multiple systems and interfaces, with a particular focus on e-content usage data	E	X	X
Excellent IT skills including ability to use Excel to an advanced level	E	X	X
Basic familiarity with HTML and web design concepts	D	X	X
Experience			
Experience in a library subscriptions and licensing management role		X	
Experience of coordinating library workflows at a supervisory level and of supervising other staff	D	X	X
Experience of administering library link resolvers and troubleshooting related linking problems	D	X	X
Experience of using administrative functions of a Library Management System for periodicals/serials management purposes	D	X	X

Experience of library customer service work in a Higher Education context	D	X	X
Experience of administering a library discovery interface, preferably Ex Libris Summon	D	X	X
Personal characteristics / other requirements			
Flexible, reflective attitude with the ability to modify approach in response to service needs and organisational change	E		X
Ability to positively and proactively resolve a range of problems	E		X
Ability to work under pressure and meet tight deadlines where necessary	E	X	X
Good attention to detail and accuracy	E	X	X
Ability to communicate effectively both verbally and in writing	E		X
Ability to deliver effective training and customer service to users in various contexts	E	X	X
Ability to liaise effectively with technical staff both internally and externally to resolve technical issues and maintain systems effectively	E	X	X

Updated 30 September 2019