Role description for School Library Representatives (SLRs) & LUP Faculty Library Representatives (FLRs)

All Schools are expected to have a School Library Representative. This document describes the role of the SLR. Two SLRs from each faculty are required to represent all Schools in their faculty at the Library User Panel (LUP) for issues relating to learning, teaching and research. These representatives are Faculty Library Representatives (FLRs). The key mechanism for feeding into LUP for FLRs would be via regular meetings of library representatives chaired by Faculty Deans, supplemented by informal discussion between FLR and SLRs and all staff. The Chair of LUP will also proactively communicate with and seek feedback from all FLRs and SLRs. Term of office for FLRs is 2 years. FLRs are nominated by Faculty Deans.

School Library Representatives role description

- Provide a focus for liaison between the School and the liaison librarian contact notwithstanding the attendance of liaison librarians at School meetings and their presence on School mailing lists.
- To raise with the Faculty Library representative and issues which may need further discussion at LUP meetings
- Encourage academic colleagues to provide suggestions for the purchase of library materials to support the teaching and research needs of the School. Representatives do not need to monitor expenditure on an item by item basis or approve individual purchase requests.
- Encourage academic colleagues to participate in library promotions aimed at improving accessibility of resources and improving the student experience e.g. Utilising Reading Lists and CLA scanning service.
- Provide an informal channel for feedback from students and staff of the School
- Provide a focus for the discussion of individual service improvement requests initiated either by the Library or the School.
- Work with their Liaison Librarian to ensure that the collection development policy specific to the School (to be developed in 2011/12) is kept up to date and reviewed at least biannually.
- Ensure that the School is fully engaged in the library materials budgeting process on an annual basis assisting in obtaining HOS sign off where appropriate.
- Be an ambassador for, and a critical friend to, the Library

Faculty Library Representatives role description

- Undertake all duties of the SLRs and in addition, communicate with SLRs in their faculty prior to LUP meetings and bring issues to LUP on behalf of all Schools within their faculty.
- Feed back to SLRs on LUP business and other library issues

What does success look like?

- SLRs & FLRs should feel they are moderately or strongly influencing collection development policy and resource allocation decisions
- SLRs & FLRs should be well known as such within their schools and be the first port of call for library related questions and issues for their academic colleagues.
- Better and more informal staff and student feedback is coming through to Academic Liaison and LUP via the SLRs & FLRs

TT March 2012