The Role

The Faculty Academic Library Representatives are members of the Faculty team, and work collaboratively with the Dean and fellow members of the Faculty team to ensure that the Faculty is managed to the highest standards both strategically and operationally; with a particular responsibility for Library matters working with the designated Faculty Liaison Librarian to underpin the learning and teaching and research needs of the Faculty.

The two Faculty Academic Library Representatives are the link between the Faculty and Information Services and the role will cover strategy and initiatives in relation to library matters and associated learning resources. The role holder works with the Dean, Associate Deans and Faculty Directors, the Head of Administration, Heads of Schools, School Directors of Learning & Teaching and School Directors of Graduate Studies and the Faculty Liaison Librarian to ensure that the Faculty aligned library collections are developed, supported and promoted to their full potential to enable them to reflect current and future research strengths, and meet the learning needs of students, enabling the Faculty to achieve to its full potential.

This role carries a broad responsibility for library matters within the Faculty and the role holder will play a proactive role in relation to their enhancement and development. The Faculty Academic Library Representative is expected to manage their own time and to shape the role, in agreement with the Dean, according to the varying needs of the Faculty.

Key Responsibilities

Overall, the Faculty Academic Library Representative will take prime responsibility for this activity within the Faculty, including, the following areas:

Communication and Feedback

- Be an ambassador for, and a critical friend to, the Library and provide one of the principal communication channels between the Faculty and the Library to represent the learning, teaching and research needs of the Faculty and its students.
- Work collaboratively with the designated Faculty Liaison Librarian and act as the primary focus for liaison between them and the Faculty.
Provide a focus for the discussion of any Faculty wide service improvement requests as well as supplying feedback from students and staff relating to library collections and services.

Provide input to internal and external consultations on learning resources-related matters including the coordination and agreement of Faculty responses to Information Services consultations and initiatives. Provide feedback on any relevant policy documents such as Collection Development Policies.

Liaise on a regular basis with the Faculty Directors of Learning and Teaching and Graduate Studies to discuss common issues and the development/implementation of learning resources.

Raise any issues which may need further discussion at either Faculty Library Committees or Library User Panel meetings.

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. Supporting key messages and initiatives focused on improving student experience.

Liaise regularly with academic School Library representatives and act as a focal point for Library matters for academic colleagues with the Faculty.

Collection Development

Support ongoing collection development, policy and information literacy training across the Faculty to help ensure the best use of Library materials to underpin learning and teaching and research to the fullest possible extent at the University.

Help to raise awareness of the full breadth of the Library collections including special collections and archives. This will primarily include advocacy work but may also include working with the Faculty Liaison Librarian in developing our offer.

Work in partnership with the designated Faculty Liaison Librarian on areas of potential collection development. This will include playing a role in developing the Faculty plans in relation to this area and advising the Faculty Liaison Librarian of new programme and module developments in order to ensure that due consideration can be given to the learning resources required to support curriculum developments.

Research

Provide a source of guidance for new colleagues in the Faculty on how to access information and training relating to the Kent Academic Repository, open access publishing, article processing charges (APCs) etc.

Committees/Groups

To serve as a member of all appropriate Faculty Committees where learning resources are discussed (e.g. Learning & Teaching Committee, Graduate Studies Committee and Research and Innovation Committee)

To serve as a member of the termly Faculty Library Committee and present reports and recommendations to it from the Library User Panel.

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