Faculty Academic Library Representative

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<th>Role</th>
<th>Faculty Academic Library Representative</th>
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<td>Department:</td>
<td>Faculty of Sciences</td>
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The Role

The Faculty Academic Library Representatives are the link between the Faculty and Information Services and the role will cover initiatives in relation to library matters and associated learning resources. The role holder works with the School Academic Library Representatives and the Faculty 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.

This role is responsible for library matters within the Faculty and the role holder is expected to work closely with the School Academic Library Representatives.

Key Responsibilities

Overall, the Faculty Academic Library Representative will take prime responsibility for this activity together with the Faculty Librarian, 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 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 to Information Services consultations and initiatives. Provide feedback on any relevant policy documents such as Collection Development Policies.
- Raise any issues which may need further discussion at either Faculty Library Committees or Library User Panel meetings.
- Co-ordinate any 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 by working closely with the Academic School Library representatives.
- Liaise regularly with Academic School Library representatives.
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 Librarian in developing our offer.
- Work in partnership with the designated Faculty 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 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.

Committees/Groups

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