School / Departmental Academic Library Representative role

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<th>Role</th>
<th>School / Departmental Academic Library Representative</th>
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<td>Department:</td>
<td>School / Department of xxxx</td>
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The Role

The Academic Library Representative is a member of the School / Departmental team, and work collaboratively with the Head of School / Department and fellow members of the management team to ensure that the School / Department is managed to the highest standards both strategically and operationally with a particular responsibility for Library and relevant learning resources matters working with the designated Liaison Librarian to underpin the learning and teaching and research needs of the School.

The Academic Library Representative is the key link between the School / Department and Information Services and the role will cover strategies and initiatives in relation to learning, teaching and research resources. The role holder works with the Head of School / Department, fellow School Directors, the Administration Manager and the Liaison Librarian to ensure that the School / Departmental 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 needs of academic staff and the learning needs of students.

The role-holder is expected to apply the role as appropriate to the School /Departmental context, manage their own time and to shape the role, in agreement with the Head of School / Department, according to the varying needs of the School / Department.

Key Responsibilities

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

Communication and Feedback

- Be an ambassador for, and a critical friend to, the Library and provide the principal communication channel between the School and the Library to represent the learning, teaching and research needs of the School and its students.
- Work collaboratively with the designated Liaison Librarian and act as the primary focus for liaison between them and the School / department including promoting their presence on appropriate communication channels and attendance at relevant meetings
School Academic Library Representative

- Provide a focus for the discussion of individual service improvement requests as well as supplying feedback from students and staff relating to library resources and services.
- Work in partnership with the Liaison Librarian to support the evaluation of library scores in student surveys such as the NSS, PTES, PRES, IS.
- Relay information from the Library/Information Services to colleagues in the School about new and existing library services, including new collections, new electronic resources etc.
- Provide input to internal and external consultations on learning resources-related matters including the coordination and agreement of 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 Head of School / Department, Directors of Learning and Teaching and Graduate Studies to discuss common issues and the development/implementation of learning resources.
- Raise with the Faculty Library representative 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.

**Collection Development**

- Actively support ongoing collection development including adding outputs to the Kent Academic Repository and information literacy training 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 and work with colleagues to assist in reviewing the collections, and ensuring that the department is fully engaged in the library materials budgeting process on an annual basis; assisting in obtaining Head of School / Department sign off where appropriate. This may also involve discussing individual high cost purchase requests with the Liaison Librarian and Head of School / Department throughout the academic year.
- Work in partnership with the designated Liaison Librarian on areas of potential collection development. This will include playing a role in developing plans in relation to this area and advising the 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.

**Reading Lists and Research Purchasing**

- Provide a source of guidance for new colleagues on how to access information about instigating and updating reading lists for modules and the lead in times for doing this.
- Encourage colleagues to provide suggestions for the purchase of library materials to support the teaching and research needs of the School / Department.

**Research**
- Provide a source of guidance for new colleagues 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 School / Department committees where learning resources are discussed (e.g. Learning & Teaching Committee, Graduate Studies Committee, Staff Student Liaison Committees and Research committees)
- To serve as a member of the termly Faculty Library Committees and present reports and recommendations to it from the School / Department and vice versa.