1. Job Details
Job title: Bibliographic Services Manager
School/Support Department: IS/ Library, Museums & Galleries (LMG)
Unit (if applicable): Library (EUL)
Line manager: Head, Central Library Services. (CLS)

2. Job Purpose
To plan, manage and develop bibliographic services for the acquisition, cataloguing and description of print and electronic materials in IS/LMG, coordinating as appropriate with other Divisions, so that resources are acquired timeously and efficiently, described and search methodologies created, in the context of the IS/University Library Strategy, in support of the University’s strategic goals of excellence in teaching, learning and research

3. Main Responsibilities
- Analyse, interpret and contribute to the external environment of materials supply (e.g. through national purchasing consortia), of cataloguing / resource description (e.g. through chairing the SUNCAT Bibliographic Quality Assurance Group), and of information/data retrieval and use, so as to ensure, in collaboration with the Head of CLS, that bibliographic services are provided in line with current thinking and practice and with those in the University’s comparators.
  - 10%
- Plan and manage, in collaboration with the College Librarians, the Library’s annual cycle of print and electronic materials purchase, cataloguing, classification and the provision of subject access, so that service and financial targets are met and the service is robustly user focussed.
  - 35%
- Plan and initiate innovations and refinements in operations, staff deployment and service delivery so that services are provided more cost effectively, and so that changing service demands resourced and innovative services provided.
  - 15%
- Lead on policy development of descriptive standards, including the effective development of systems, to ensure the implementation of best practice.
  - 10%
- Promote the co-ordination of bibliographic services, particularly resource description across IS/LMG so that all resources and collections are made visible through integrated search facilities.
  - 5%
- Recruit, manage and develop the Bibliographic Services Team ensuring that the team is committed and flexible and founded upon a widening and high performance skills base, so that services and innovations are delivered to target.
  - 15%
- Lead, in collaboration with the appropriate LMG Divisions, on the development and management of stand-alone and integrated library management systems for bibliographic services, to ensure that the systems’ potential is realised fully in the interests of the service providers and service recipients.
  - 5%
- Liaise with other IS service delivery teams, to ensure consistency and uniformity in quality control, training, project planning and service management e.g. in managing the BS aspects of projects such as stock transfers, retrospective catalogue conversion or reclassification of collections so that changes in library services may be effected expeditiously in partnership with other Divisions.
  - 5%

4. Planning and Organising
The post-holder largely organises their own time, ensuring appropriate prioritisation of immediate demands as these arise and balancing immediate and longer-term planning. Whilst much of the work is centred within BS it requires cross - Divisional and cross-IS co-operation through participation in a range of internal and external Groups. Accordingly the post-holder:

- reports to the Head, Central Library Services
manages Bibliographic Services (BS) through the Team Leaders of Acquisitions and of Cataloguing and Classification and through the Bibliographic Support Officer

participates in working groups and projects, such as on financial management to ensure that book and journal purchase processes are developed and managed in co-ordination with the IS Finance Division and College Librarians so that full spend is achieved annually.

develops with the Head, Central Library Services, the 2 – 3 year and annual work plans for BS, adapting them to changing needs, monitoring progress and ensuring that deliverables are achieved.

participates in the Library Services Division Forum – an internal group – between Central Library Services, the College Librarians and other Divisions to ensure BS’s awareness of user needs and to foster Divisional co-operation.

participates in cross-Divisional groups e.g. IS Managers’ Forum, Library Planning Forum, Voyager Development Group, Digital Library Division Forum, and the Collections Group to ensure that BS co-ordinates fully with activities across the Library to achieve the Library’s Strategic Goals.

5. Problem Solving
Problems which the postholder may typically address include the following examples:

- **Problem**: responding to users’ e.g. CHSS Library Committee’s, critical comment on services. Resolution: co-ordinate the analysis of the cause of the criticism and the resultant solution of workflow and systems related problems; liaise with the College Librarian; and so determine the appropriate formal response.

- **Problem**: inefficiency in acquisition workflows and processes. Resolved through analysing existing workflow, awareness of Library and Supplier systems’ functionality, and harmonising these to maximise the opportunity to achieve efficiency gains.

- **Problem**: Potential for an uncoordinated approach to metadata creation and use. To be resolved by developing a scoping study, to audit the current situation, to determine future needs, and to present an overview, each based on wide consultation, from which proposals for a co-ordinated approach can be developed.

6. Decision Making
Within the context of the Library’s Strategic Plan and discussions with senior managers, the Post-holder takes decisions on the management and co-ordination of bibliographic services across IS/LMG. These decisions will include, for example, staff recruitment and management, resource deployment, workflow methodologies and their implementation, bibliographic standards and strategies, and decisions within national purchasing consortia and within the supplier partnership.

Decisions, which are referred or reached through collaborative discussion, would include those that are essentially strategic or impacting on the other Divisions e.g. the approach to re-classification which linked it to the Main Library Redevelopment Programme.

7. Key Contacts/Relationships
**Internal (IS):** Colleagues in the Division; senior staff in other parts of the Library, EUCS and EDINA / the Data Library.

**Internal (University):** College Library Committees, School Library Representatives,

**External:** Suppliers, library consortia, colleagues at other university libraries, professional associations, funding bodies.

Such communication may be both on an informal and a more formal basis, whether in person, through written communication or by phone.

8. Knowledge, Skills and Experience Needed for the Job
(a) **Qualifications**
- A degree and/or qualification in librarianship or information science,

(b) **Experience, knowledge and skills**
• At least 5 years experience gained within academic / research libraries particularly in bibliographic services including monitoring large budgets
• Good understanding of descriptive and metadata standards
• At least 5 years experience of staff management, including large teams
• Thorough experience of integrated library management systems, and excellent IT skills
• Good management information analysis skills
• Good project management skills
• Proven negotiation skills

9. Dimensions
• Intake of approximately 25,000 print monographs and 15,000 print serials,
• Intake of approximately 4,000 e-journals by subscription, and a further 4500 e-journals via full text databases, and 1100 e-books
• over 30 staff have a primary function within Bibliographic Services. Bibliographic Services teams are mainly located in the Main Library, although some activity takes place across other Sites.
• the purchasing funds (c.£3.2m+) are principally managed by the College Librarians, but are administered in Bibliographic Services.

10. Job Context and any other relevant information
Increasingly libraries are co-operating at national and international levels in order to achieve their goals. In many respects EUL is a leader and source of best practice with a degree of authority in the wider profession. The postholder’s role contributes to this, and has the responsibility to maintain and enhance it.
• The postholder is leading and managing BS during a time of major changes. These changes interact with one another and include:
  a) the transition to the digital library whilst print based services continue so creating the hybrid library in which, for example, BS staff widen their skills base and may work in different organisational patterns.
  b) The external environment in which, for example, the supplier – customer relationship is moving towards partnership in which systems are harmonised and work out-sourced, so achieving faster turn-around times and releasing staff time internally to meet new needs.
  c) The re-alignment of Information Services
  d) The University’s drive to reduce unit costs as evidenced in savings targets, which demand increased efficiency.

The postholder’s role is to see how BS can maximise benefit from these changes, expressing this in improved service delivery, and to collaborate with the Head, CSL, so that these changes interact constructively with the overall Library strategy, planning and management.