

Departmental Library Representative

Role Description



Library representatives are appointed from within academic departments and are the official point of contact between the department and the library. This document outlines the purpose of the role of the Library Rep, the responsibilities associated with the role, and what support Library Reps can expect from the library.

Library Rep: roles and responsibilities

Library Reps are the official point of contact between academic departments and the library. Their primary role is to work in close partnership with the Academic Services team throughout the year to:

- facilitate effective two-way communication of issues, ideas and services
- ensure the information resource needs of the department are understood
- review library provision and departmental engagement and satisfaction with library services

Communication and Dissemination of Information

Library Reps help to maintain effective lines of communication and disseminate information by:

- working with the Academic Services team to actively promote library resources and services for academic departments, e.g. outlining new services and activities
- where appropriate, representing the library at departmental meetings and committees to convey information, gather feedback from those attending and pass items for information or action back to the library
- receiving minutes from Library Policy Committee meetings and disseminating information to the rest of the departmental staff
- circulating periodic emails from the library to departmental colleagues, e.g. requests for resource lists, new book requests, resource trials, guidance on copyright

Collection Development

Library Reps facilitate the process of identifying and providing for the information resource needs of the department by:

- contributing to stock selection and withdrawal procedures when appropriate, e.g. by explaining the process to colleagues and encouraging their participation
- assisting with raising awareness of new electronic resources
- informing the library of new research activities in departments so that appropriate resources and support are put in place
- informing the library of new degree programmes/modules, curriculum reviews or other curriculum developments so that appropriate resources and support are put in place
- working with their academic colleagues to make sure resource lists (and other requests) for learning support materials are submitted in good time for the academic session

Review and development of Library Provision

In collaboration with the Academic Services team, Library Reps contribute to reviewing library provision by:

- providing feedback and comments from staff and students in the department on an ongoing basis and to inform the annual Departmental Library Review
- organising and attending annual review meetings with the Head of Department and members of Academic Services
- helping to develop a set of actions that act as a focus for development of library provision to the department in the coming year
- facilitating and monitoring progress in implementing the actions identified
- ensuring their academic colleagues are aware of the importance of arranging appropriate information skills sessions and related activities with the library

Other roles the Library Rep may undertake

Although not an expectation, Library Reps may undertake other activities such as introducing new colleagues to the Library, identifying and helping to meet training needs or collaborating on short-term projects.

Requirements and expectations

Ideally, Library Reps should be:

- established academics in their respective departments who have a good knowledge and understanding of the workings of Lancaster University, rather than newly-appointed members of staff
- able to stay in post for a minimum of *two* academic years and willing to spend time working with the Academic Services team throughout the academic year. Workload allocations may vary between departments depending on any additional duties that the Library Rep undertakes. In respect of the range of duties listed here, an annual allocation of not less than 20 hours is recommended.
- willing to act as a 'critical friend' to the Library

In return, the Academic Services team will:

- take an active interest in academic work throughout the University, facilitating relationships and developing knowledge in order to deliver the best possible support for research, teaching and learning activities
- provide information and guidance on procedures in the Library associated with purchase of information resources and management of annual subscriptions
- provide advice on the range of services offered by the Library to support teaching and learning and research activity
- offer quality assurance support by helping to compile statistics and data about the Library for departmental annual reviews and planning meetings
- communicate regularly with Library Reps (in person and by email)