

## Access Librarian (Academic Services)

### INTRODUCTION

The Institute of Advanced Legal Studies Library has a central role in legal research provision in the UK and houses collections of national and international importance. The Library serves academic and professional lawyers and postgraduate law students in London, the UK and internationally.

A dynamic and enthusiastic librarian is required to:

- Manage and participate in the popular library training programmes (over 2,700 researchers attended legal information skills training sessions in 2015/16);
- Manage and participate in the reference enquiry service by telephone, email and fax, to external enquirers;
- Promote the use of the library by academic researchers throughout the UK through a full range of outreach activities. These will include presentations to researchers at university law departments, the creation and distribution of promotional material and engagement with users on social media;
- Supervise and participate in the creation of web-based legal research guides using the LibGuide software <http://ials.sas.ac.uk/library/ials-collections/ials-library-guides>;
- Supervise and participate in the creation of Law Port online legal research training tutorials for the UK legal research community <http://ials.sas.ac.uk/digital/ials-digital-resources/law-port>;
- Manage the Current Legal Research Topics database: <http://193.62.18.232/dbtw-wpd/textbase/clrtsearch.htm>
- Create additional content for the Eagle-i Internet Portal for law: <http://ials.sas.ac.uk/eaglei/project/eiproject.htm>
- Participation in general research support duties including participation in Enquiry and Issue desk services.

### ACADEMIC SERVICES

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| 1. | <p>This exciting post is based within the Academic Services department. This friendly team is dedicated to supporting and promoting use of the legal research facilities of the Institute Library. The department currently comprises:</p> <p><u>Reading Room Services:</u> Enquiry desk services, circulation, inter-library loans, Short Loan Collection, supervision of the reading rooms, re-shelving, support of the LLM degree programmes and assistance in support of IALS staff, fellows and students.</p> <p><u>Research Support Services:</u> Answering reference enquiries by telephone, email and in person; providing in-depth research support to visiting researchers and the</p> |
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|    | <p>Institute's own staff, fellows and students; facilitating legal information skills training for researchers; creating web-based library research guides and Law Port online legal research training tutorials; and creating additional content for the Eagle-i Internet Portal for law.</p> <p><u>Subscription Services:</u> Fee-based legal information services to subscribers generating important revenue for the library primarily through the document supply services for the practising community.</p>   |
| 2. | <p><u>Use of the Library</u></p> <p>Each year the library gives access to over 5,900 individuals and over 143 legal organisations including major law firms in the UK and overseas. In 2015/2016, postgraduate students from over 100 countries were admitted to the library. The average number of visits to the library each day during term time was 307. There were over 21,000 loans (including loans from the Short Loan Collection which supports the LLM degree programmes of the colleges of the University of London). Over 1,700 enquiries were answered and over 1,900 documents supplied. The IALS website attracted over 5.1 million page views, and the free web databases created and managed by IALS Library had a total usage of 1,168,541 views. Total usage of the main commercial online services we offer to researchers was over 2.1 million page views.</p> |
|    | <p><b><i>The Post, Duties and Person Specification</i></b></p>  |
| 3. | <p>A detailed description of the duties and responsibilities of the post is provided by the enclosed job specification, which includes a person specification detailing the key skills and personal qualities required of the postholder.</p>   |
|    | <p><b><i>Terms and Conditions of Service</i></b></p>  |
| 4. | <p>This role is full-time (35 hours per week) and is available on a permanent basis.</p> <p>Your hours of work will be 35 hours per week to be worked 9.00am to 5.00pm, Monday to Friday with an unpaid lunch break of one hour. You will also be contractually required to undertake duties between 1.00pm – 8.00pm once a week; 1.00pm – 8.00pm five Fridays a year and work 9.30am – 5.30pm five Saturdays a year.</p>   |
| 5. | <p>The appointment will be made at an appropriate point on the <b>Level 07</b> scale for Administration, Management and Professional staff, within the salary range of <b>£34,030 to £41,137</b> per annum inclusive of London Weighting.</p>   |
| 6. | <p>The appropriate occupational pension scheme is the Universities Superannuation Scheme. <b>If you are eligible to join the Universities Superannuation Scheme you will automatically be included in Salary Sacrifice for USS Pension (SSUP).</b> For more details on that provision please see the last page of our Terms and Conditions document (see paragraph 11).</p>   |
| 7. | <p>The annual leave entitlement is 30 working days in addition to a further 5 days in lieu of Saturdays worked. This overall total of 35 days is in addition to Public Holidays and such days as the central University offices are closed at Christmas and Easter. It is not normally possible to take annual leave during the library's stocktaking closure (usually the last two weeks in September) and on the various LLM Induction Days at the beginning of the autumn term.</p>  |
| 8. | <p>The appointment will be subject to the Terms and Conditions of Service for Administration, Management and Professional Staff and other regulations relating to employment laid down in the Financial Regulations and elsewhere; these</p>  |

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|     | <p>conditions and regulations may be amended from time to time. Further details of the prevailing Terms and Conditions of Service are given in the 'General Information for Applicants' included in this document and the Terms and Conditions of Service are also available in full from our website at <a href="http://www.london.ac.uk/4238.html">http://www.london.ac.uk/4238.html</a></p>  |
|     | <b><i>Method of Application</i></b>   |
| 9.  | Please make your application online via the University of London vacancies page: <a href="http://www.london.ac.uk/jobs">http://www.london.ac.uk/jobs</a> before the closing date on <b>1 October 2017</b> .   |
| 10. | <p>In order for your application to be considered, please submit the following:</p> <ul style="list-style-type: none"> <li>• <b>a letter of application</b>, stating how you meet the requirements of the post and addressing each of the elements of the job requirements/person specification;</li> <li>• <b>a full curriculum vitae</b>, including particulars of qualifications, employment history, management experience and current salary, and the names and contact details of three referees who may be contacted immediately without further reference to you.</li> </ul>  |
|     | <b><i>Interviews</i></b>  |
| 11. | <b>Interviews are scheduled to take place during the week commencing 16 October 2017</b> and applicants are recommended to ensure their availability then.  |
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|     | <b>Background Information</b>   |
|     | <b><i>The University of London and the School of Advanced Study</i></b>   |
| 12. | The University is a federation of separately incorporated, self-governing, directly-funded Colleges together with a range of central academic activities.   |
| 13. | You will be employed within the central University – a separate legal body and employer from the colleges of the University, each of which is an employer in their own right.   |
| 14. | The central University comprises the central academic activities, including the School of Advanced Study, a number of student and administrative services, and the central offices. Further information is available from our website at <a href="http://www.london.ac.uk/structure.html">www.london.ac.uk/structure.html</a>   |
| 15. | The School of Advanced Study was established within the University of London in 1994, and unites the specialised scholarship and resources of nine prestigious research institutes to offer academic opportunities, facilities and stimulation across and between a wide range of subject fields in the humanities and social sciences. One of the principal academic institutions of the University of London, the School was reviewed by Sir Ivor Crewe on behalf of the Higher Education Funding Council for England (HEFCE) and his report, which has been accepted by the HEFCE Board, confirms that the School is a national centre for the promotion and facilitation of research in the humanities and social sciences. As such, the School and its Institutes and the specialist libraries, which are a major research facilitation activity of Institutes, receive a unique and substantial HEFCE funding stream for research facilitation (which includes research training). The School does not receive HEFCE funding for teaching nor does it participate in the Research Assessment Exercise. This has implications for the skills required of |

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|     | the appointee in terms of the development of research grant applications. For more information about the School, please visit <a href="http://www.sas.ac.uk">www.sas.ac.uk</a> .  |
|     | <b><i>The Institute of Advanced Legal Studies</i></b>   |
| 16. | The Institute of Advanced Legal Studies (IALS) is a postgraduate research institute with a core of over 130 researchers, research students, LLM students and legal information professionals, but which draws its primary membership from academic researchers and postgraduate research students from other institutions throughout the UK, and which also provides services to researchers in the wider legal community.  |
| 17. | The Institute was founded in 1946 and is one of the nine Institutes which constitute the School of Advanced Study of the University of London and which function as open environments for research and study by scholars and other specialists from all over the United Kingdom and beyond.   |
| 18. | The Institute serves as an important focus for legal research in the UK and plays a major role in the support of research and the dissemination of its results through publications, lectures, seminars, and workshops drawing participants from all parts of the legal community. The Institute has developed as a major resource and working environment for academic researchers including faculty staff and students engaged in doctoral research from UK and overseas universities. It also provides facilities for LLM students of the University of London who are registered at one of the law schools of the University. The Library is also used by members of the judiciary, legal advisers and other senior officials in government departments, and members of the legal profession. |
|     | <b><i>The Library</i></b>   |
| 19. | The Library is a national and international resource for legal research and has over 310,000 volumes the majority of which are housed at the Institute site on Russell Square in Bloomsbury. It employs a staff of 24 permanent staff who work with a national and international clientele of researchers and participate in a broad variety of professional and development activities. In addition casual staff are employed to work on the Library's Issue & Enquiry Desk on Friday evenings and on Saturdays and to shelve books on week day evenings. A full range of library resources, from archives and early legal publications to an extensive and growing network of electronic resources, is made available by the Library.   |
| 20. | The Library's primary function is to serve a national academic research community but it has other significant and diverse communities to which it provides services including the taught-course master's degree students registered at the colleges of the University of London, large numbers of subscribing practising lawyers, and a small community of researchers, PhD and LLM students at the Institute itself. The Library seeks to support law librarians in other universities and organisations to provide specialist library and information services in law, particularly in foreign, comparative and international law.   |
| 21. | The collections of foreign and international law are the most extensive in the UK and contain much unique material. The collections concentrate primarily on comparative law and common law, civil law and Roman-Dutch law systems throughout the world and include material in western European languages for most jurisdictions for comparative and general reference purposes. More information on the collections can be found at: <a href="http://ials.sas.ac.uk/library/collect.htm">http://ials.sas.ac.uk/library/collect.htm</a> .  |

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| 22. | The Library is currently engaged in several major projects such as planning a major refurbishment of the Institute building, the continuing digitisation of selected specialist material, and the creation of a national Internet portal for law, <b>Eagle-i</b> (Electronic access to Global Legal Information) at: <a href="http://ials.sas.ac.uk/eaglei/project/eiproject.htm">http://ials.sas.ac.uk/eaglei/project/eiproject.htm</a> .  |
| 23. | The Library is classified using an in-house classification scheme and is catalogued according to AACR2 in MARC21 format. Library of Congress subject headings are used. The Library participates in the Innovative Sierra library management system shared by the Senate House Library and the SAS Libraries. This provides online acquisitions, serials control, cataloguing and circulation, and online public access catalogues (at <a href="http://ials.sas.ac.uk/catalogue.htm">http://ials.sas.ac.uk/catalogue.htm</a> ). |
| 24. | In addition to the normal reference and inter-library loan services, ICT resources are available, providing access to Lexis Library, Westlaw, HeinOnline, Justis.com, Beck Online Die Datenbank and many other web databases, networked CD-ROM services, email, the Internet, and word-processing packages. The Library also provides Subscription Information Services to 143 institutional subscribers who may use a direct line telephone / email enquiry service and a rapid document supply service.                       |
| 25. | Full information about the post, conditions of service and background information about the Institute and its library is included below and further information may be accessed at <a href="http://www.london.ac.uk/jobs.html">http://www.london.ac.uk/jobs.html</a>  |
|     | <i>June 2017</i>  |

| UNIVERSITY OF LONDON      |   | JOB SPECIFICATION           |           |
|---------------------------|---|-----------------------------|-----------|
|                           |   | <b>As At:</b>               | June 2017 |
| <b>Present Grade:</b>     | Level 07 (AMP)  | <b>Established Post No:</b> | KA073     |
| <b>Name of Incumbent:</b> |   |                             |           |
| <b>Division</b>           | Institute of Advanced Legal Studies   | <b>Section:</b>             | Library   |
| <b>Job Title</b>          | Access Librarian (Academic Services)  |                             |           |
| <b>Job Summary</b>        | Part of a team dedicated to supporting and promoting use of the legal research facilities of the Institute Library. The post is responsible to the Deputy Librarian and Academic Services Manager for managing the Reference Desk service, for co-ordinating the library training programme on electronic legal resources and for co-ordinating the production of web-based legal research guides. In addition, the post is responsible for supporting the use of the library by academic researchers throughout the UK both in person and at a distance. Responsible for maintaining and developing the continuity, quality and appropriateness of the services. |                             |           |
| <b>Job Content</b>        | Percentage breakdown of time spent on each duty or on a related group of duties   |                             | %         |
| <b>1.</b>                 | <b>Staff Management and Training</b>  |                             |           |
|                           | Supervision, instruction and training of IALS library staff and staff on attachment from other libraries in research support skills.  |                             |           |
| <b>2.</b>                 | <b>Reference Services</b>   |                             |           |
| <b>a.</b>                 | Manage the Reference Desk service that answers enquiries by telephone, email and fax from external researchers and from subscribers to the Document Supply Service.   |                             |           |
| <b>b.</b>                 | Participate on a rota basis in the Reference Desk service.  |                             |           |
| <b>3.</b>                 | <b>Research Support Services</b>  |                             |           |
| <b>a.</b>                 | Promotion of services to external researchers including creation of promotional material such as library newsletters and posts to social media.   |                             |           |
| <b>b.</b>                 | Design and creation of web content and updating of the website.   |                             |           |
| <b>c.</b>                 | Database creation and updating, including creating description records of legal websites for the Eagle-i Internet Portal to Law project and a variety of new in-house projects to be made available on the web.   |                             |           |
| <b>d.</b>                 | Development and promotion of new services to deliver expertise and information to researchers and their librarians at a distance  |                             |           |
| <b>4.</b>                 | <b>User education</b>   |                             |           |
| <b>a.</b>                 | Participate with other members of the Academic Services department in the introduction of new readers to the Library's collections and services.  |                             |           |
| <b>b.</b>                 | Co-ordinate, and participate, in the library training programme on electronic legal resources.  |                             |           |
| <b>c.</b>                 | Co-ordinate, and participate, in the production of web-based legal research guides, in collaboration with Library Computing Services.   |                             |           |
| <b>5.</b>                 | <b>Statistics and Management Information</b>  |                             |           |

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|           | Provide monthly and annual statistics as required for Academic Services operations.   |  |
| <b>6.</b> | <b>Development</b>  |  |
|           | Contribute to the development of the Library and library policy and the improvement of the Academic Services Department generally.    |  |
| <b>7.</b> | <b>General</b>  |  |
| <b>a.</b> | Shelving duties on a regular basis.   |  |
| <b>b.</b> | Participation in Issue/Enquiry Desk duties on a rota basis.   |  |
| <b>c.</b> | Looseleaf filing.   |  |
| <b>d.</b> | Any other duties consistent with both the grade and scope of the post.  |  |
| <b>e.</b> | Any other duties reasonably required of the postholder by the Deputy Librarian and Academic Services Manager, following consultation. |  |

**JOB REQUIREMENTS / PERSON SPECIFICATION**

| <u>EXPERIENCE</u>   |  |  | <u>Essential</u> | <u>Desirable</u> |
|---|--|--|------------------|------------------|
| At least 2 years' experience working in an academic or law library                      |  |  | ✓                |                  |
| Reference work experience with law resources (both in paper and electronic format)      |  |  | ✓                |                  |
| Experience of outreach work via presentations and engagement with users on social media |  |  |                  | ✓                |
| <u>TECHNICAL KNOWLEDGE / SKILLS/ APTITUDE</u>   |  |  | <u>Essential</u> | <u>Desirable</u> |
| Proven skills in organising and delivering training                                     |  |  | ✓                |                  |
| Effective team worker   |  |  | ✓                |                  |
| Proven ability to deliver customer-focused services                                     |  |  | ✓                |                  |
| Experience of creating content for databases and using web-authoring software           |  |  |                  | ✓                |
| Knowledge of one or more foreign languages  |  |  |                  | ✓                |
| <u>EDUCATION / PROFESSIONAL QUALIFICATION</u>   |  |  | <u>Essential</u> | <u>Desirable</u> |
| Educated to degree level  |  |  | ✓                |                  |
| Library or information science qualification  |  |  | ✓                |                  |
| <u>PERSONAL QUALITIES</u>   |  |  | <u>Essential</u> | <u>Desirable</u> |
|   |  |  |                  |                  |
| <b>REPORTING LINES</b>  | Reports To (Job Title)                       | Deputy Librarian and Academic Services Manager |                  |                  |
|   | Responsible for (No. of staff in each grade) |  |                  |                  |
| <b>SPECIAL DEMANDS OF THE ROLE</b>  |  |  |                  |                  |
|   |  |  |                  |                  |



**COMPETENCY REQUIREMENTS**

| <u>Competencies</u>                 | <u>Essential</u> | <u>Desirable</u> |
|-------------------------------------|------------------|------------------|
| Proactivity and planning            | C                |                  |
| Working with others                 | B                |                  |
| Organisational commitment           | B                | C                |
| Resilience                          | B                | C                |
| Adapting to change                  | B                | C                |
| Problem solving and decision making | C                |                  |
| Creativity and innovation           | C                |                  |
| Academic community focus            | C                |                  |
| Interpersonal understanding         | C                |                  |
| Managing resources                  | A                | B                |
| Leadership                          | B                | C                |
| Performance Management              | B                |                  |

For further information on each of the competencies and relevant levels, please refer to the University's Competency Model enclosed in the Further Particulars document.