



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Library Assistant, Metadata

**Department/Division:** Library, Content and Discovery Group

**Accountable to:** Assistant Librarian, Metadata

### Job Summary

One of four Groups within the Library, the role of the Content and Discovery Group is to acquire and manage scholarly content so that people can easily discover and access it in support of teaching, learning and research. The Group is organised in five teams (Acquisitions, Collection Management, Metadata, Online Services and Systems, and Subscriptions), which work closely with each other and with colleagues across the Library.

The Metadata team consists of seven staff. They are responsible for managing metadata for a range of Library collections and for the School's research outputs, using various systems. The team also supports discoverability of LSE content, both within the Library's own search systems and in third-party discovery systems.

There are three Library Assistants in the team who share responsibilities for creating and checking metadata, as well as supporting the activities of the wider Content and Discovery Group. In addition to these specific responsibilities, Library staff are also responsible for providing face to face customer services to students, researchers, academics and members of the public.

### Duties and Responsibilities

#### Specific responsibilities

- Creating metadata for submissions to LSE's research repositories, currently PURE and Eprints. This includes transcribing details such as author and title, assigning subject descriptors and codes from a pre-defined schedule, and checking rights permissions against publisher listings.
- Cataloguing newly received materials on the library management system, largely by importing records from external databases and editing as required.
- Some original cataloguing in the absence of any suitable external record, using MARC21 and RDA standards, with appropriate training and supervision provided.



- Contributing to processing of book acquisitions: checking packing lists, updating receipt on the library management system and checking invoices as required.
- Liaising with staff in the Acquisitions team to solve queries if required. Prioritising work to meet service level agreements with appropriate direction from supervising staff.
- Investigating and correcting reported metadata errors on a rota basis.
- Participating in ongoing projects to correct legacy metadata.
- Responsibility for cataloguing a specific collection of resources, such as foreign language books, government publications or audio-visual materials.
- Carrying out peer-to-peer training.
- Keeping statistics on work completed.
- Collating and presenting statistics on work output.
- Participating in group and team meetings, including taking minutes when requested.
- Participating in project groups and working groups as required.

#### **General responsibilities**

- Processing book loans, returns, renewals and reservations at the Library service points.
- Dealing with basic user enquiries.
- Providing a friendly and efficient service to a wide range of Library users.
- Undertaking other duties in support of the work of the Library as may be requested by the Director of the Library from time to time.

#### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

#### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

#### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

#### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.