



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, Digital Scholarship and Innovation Group
Accountable to: Assistant Librarian, Metadata

Job Summary

One of two Groups within the Library, the role of the Digital Scholarship and Innovation Group (DISG) is to develop our digital services and explore ways in which the Library can support research, learning and teaching in new ways in a digital environment. The Group is made up of five teams (Collections Management, Digital Library, Metadata, Online Systems and Services and Research Support) which work closely with each other and with colleagues across the Library.

The Metadata team consists of six staff who work closely with colleagues in Acquisitions, Collections Management, Online Services and Systems, Research Support and Subscriptions to manage 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 and is exploring the creation of Linked Data to support research, learning and teaching in a changing scholarly landscape.

There are two Library Assistants in the team who share responsibilities for creating and checking metadata for content in a variety of formats, and for liaising with colleagues and researchers to do so effectively. The post holder will need aptitude and enthusiasm to learn new skills and tools, alongside the rest of the team, to help in the management and manipulation of large metadata sets.

In addition to their specific responsibilities, Library staff are encouraged to support the Library's wider services to students, researchers, academics and members of the public by taking part in special projects or working groups.

Duties and Responsibilities

- Create metadata for submissions to LSE's research repositories, currently PURE and Eprints. This includes transcribing bibliographic information, assigning subject descriptors and codes from a pre-defined schedule, and checking rights permissions against publisher listings.
- Liaise with the Research Support team, and with academics, to ensure metadata and submissions are REF-compliant.
- Engage in regular workflow reviews and quality assurance to support ongoing REF cycle processes.



- Engage in the development of persistent identifiers in metadata workflows, such as assigning DOIs and supporting ORCID integration.
- Catalogue newly received materials on the library management system, largely by importing records from external databases and editing as required.
- Undertake some original cataloguing, in the absence of any suitable external record, using MARC21 and RDA standards. Appropriate training and supervision provided.
- Contribute to processing of book acquisitions: check packing lists, update receipt on the library management system and check invoices as required. Liaise with staff in the Acquisitions team to solve queries if required.
- Prioritise work to meet service level agreements with appropriate direction from supervising staff.
- Investigate and correct metadata errors reported directly from colleagues or via LMS reports.
- Create metadata to support specific projects as required, such as the cataloguing of gifts and donations.
- Participate in the Library's Data Shapers Community of Practice and learn new skills and tools to support the management and manipulation of large sets of metadata.
- Engage in emerging areas of metadata work, such as Wikidata projects, with appropriate training provided by colleagues.
- Carry out peer-to-peer training within the Metadata team, and to wider Library colleagues if required.
- Keep statistics on work completed.
- Participate in team and wider group meetings, including taking minutes when requested.
- Participate in project groups and working groups within the Group and across the Library, as required.
- Undertake 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



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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.

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