



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 post holder.

Job title: Assistant Librarian, Metadata

Department/Division: Library, Content and Discovery Group

Accountable to: Metadata Manager

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.

The two Assistant Librarians within the team are responsible for managing the operational processes of the team, and supporting the team manager in developing services and implementing metadata standards. Each has the same job description but they take responsibility for different areas of the team's work, with one post primarily responsible for metadata in the library management system, and the other for metadata to support the management of research outputs. They work together to support shared management of the operations of the team as a whole, ensure workload targets are met and deliver continuous improvement of operational processes. Both may lead on specific service developments and projects, as agreed with the team manager.

The post holders also support the management of staff resources within the team, including managing workloads. Line management of individual team members forms a significant part of the role.

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

- Line manage individual members of the team, managing their performance and supporting their individual training and development needs. Support the team manager in the wider management and development of the team, contribute to recruitment, and deliver induction and ongoing staff training.
- Manage the workloads of the team, taking responsibility for timely completion of work and advising the team manager on priorities.
- Manage the acquisition, supply and creation of metadata for the Library's collections and the School's research outputs using metadata standards and schemas for descriptive metadata (eg RDA, AACR2, MARC21, DC), controlled vocabularies (eg LCSH, name authorities), classification schemes (eg LCC, Dewey), and interoperability (eg Z39.50).
- Develop 'expert user' knowledge for one or more metadata management systems. Take responsibility for exploiting system functionality to support and streamline processes. Liaise with the Online Systems and Services team in order to ensure Primo configuration provides an effective search for Library users. Troubleshoot issues, monitor system updates, review and implement new functionality, brief and train staff on any changes and amend local procedures if necessary.
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- Take responsibility for monitoring metadata quality and ensuring that it meets selected standards and schemas. Implement appropriate error control procedures, identify needs for remedial improvement of legacy metadata and plan and manage data improvement projects.
- Administer budgets for external metadata services. Manage suppliers and monitor their performance. Ensure purchasing and invoicing procedures are compliant with School Financial regulations.
- Support the Library's use of selected external discovery systems and portals. Manage the harvesting and exporting of data, ensuring that it is regularly updated and correctly displayed.
- Support the management of intellectual property rights associated with metadata supply. Check that rights associated with externally-supplied metadata are compatible with Library policy, and ensure that rights information is recorded. Ensure that LSE-created metadata carries appropriate rights for re-use.
- Develop and implement standard operational processes for the effective and efficient management of metadata. Ensure these processes are documented and followed.
- Extract metadata from management systems to support Library and School projects. Use a variety of tools to manipulate it into formatted reports for colleagues.
- Contribute to operational planning within the Metadata team. Working with the team manager, develop management information reporting to support decision-making. Ensure the required data is collected, and that data is accurate and up-to-date.
- Manage specific projects and service development initiatives as assigned by the team manager, including managing any associated project budgets. Participate in other project teams and cross-Library working groups as required.
- Develop and maintain knowledge of current metadata standards, systems and supporting technologies. Investigate emerging standards (eg Bibframe, Linked Data), advise on trends and developments, and support the transition to new standards as required.
- Participate in local and national professional networks to share best practice and monitor new developments in discovery and metadata. Actively participate in system user groups to develop knowledge and make recommendations for future developments.



General responsibilities

- Contribute to the operation of Library service points as required, including acting as the senior member of Library staff in charge at evenings and weekends, taking operational responsibility for staff on duty and all Library services being offered to users during that time.
- Undertake other duties in support of the work of the Library as may be required, particularly as services develop and change.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies 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.

Regular weekend and evening duties (to 7pm) are required.

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.