HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

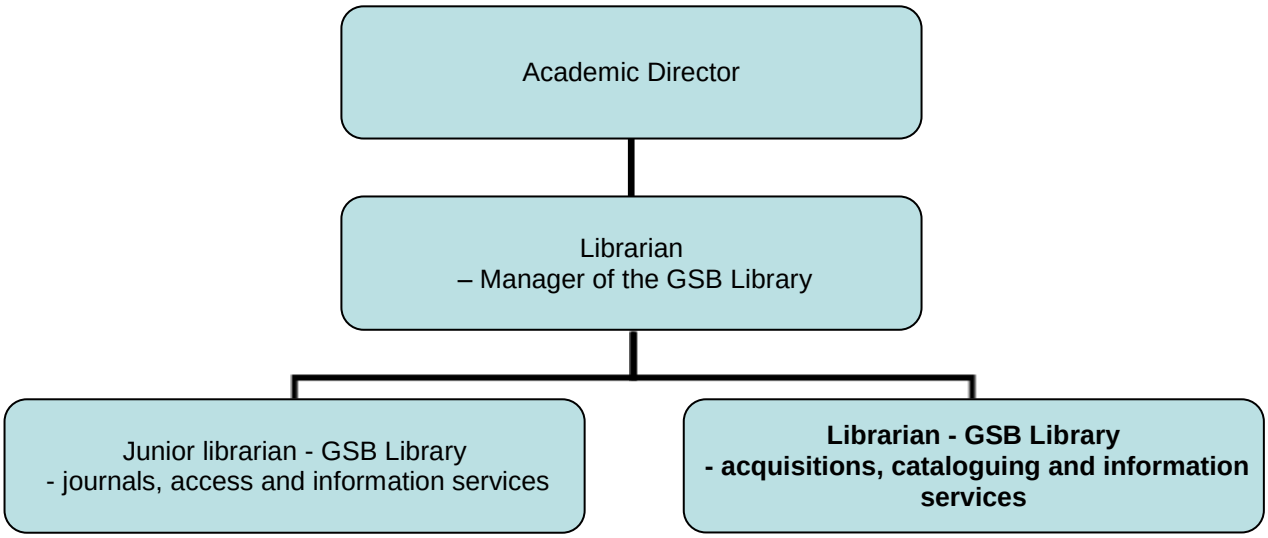
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Librarian - acquisitions, cataloguing and information services		
Job title (HR Practitioner to provide)	Librarian		
Position grade (if known)	PC10	Date last graded (if known)	
Academic faculty / PASS department	Graduate School of Business		
Academic department / PASS unit	GSB Library		
Division / section			
Date of compilation	September 2017		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to manage the acquisitions processes for the GSB Library, manage the bibliographic access and control of the Library's resources and provide reference and research support. Acquisitions includes the processing of invoices and liaison with the GSB Finance Office. Management of the new acquisitions involves bibliographic access and maintenance of the ALEPH library system and ensuring the effective circulation of the GSB Library resources. Reference and research support to the academic community – academics, staff, students (PhD, MBA, EMBA, MCom, MPhil, PGDip and RAA) is a major component of being a part of the GSB Library team.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Management and Processing of Library Acquisitions	20%	**Manage and co-ordinate all aspects of the GSB Library book acquisitions** • Library acquisitions (books, DVDs, electronic resources) are sourced, ordered and received efficiently and promptly • Liaise with Suppliers and Distributors of books and other library materials in order to establish good relationships so as to sustain an ongoing, reliable and cost effective interaction for future purposes (problem solving and following up on outstanding orders) • Liaise with faculty about status of library order requests and provide delivery confirmation • Maintain a good working relationship with the GSB Finance Office to ensure timeous processing of invoices and queries	• All Library acquisitions need to be managed efficiently and effectively • Library resources are acquired throughout the year according to need and publication process and must be sourced and paid for timeously
2	Management, development and maintenance of bibliographic access to the GSB Library collection of books – print and electronic	15%	**Manage access, availability and circulation of the GSB Library collection:** • Maintain the GSB Library Accessions Register with all new print book acquisitions accurately entered • Perform original descriptive cataloging and complex copy cataloging, subject analysis, classification, and MARC encoding for library materials acquired by the GSB Library - Library materials include books (print and electronic), journals, DVDs and research reports • Manage, maintain and check the Quality Control of all cataloging activities so bibliographic descriptions created meet international standards for completeness, complexity, and accessibility • Original descriptive cataloguing of the Library material is carried out on the ALEPH Library System using MARC encoding and bibliographic description and includes doing subject analysis and classification using the London School of Business Classification of the physical item, as well as choice, assignment, and verification and/or establishment of all access points including titles, authors, subject headings and series headings • Copy cataloguing is performed using the OCLC and Aleph Library Systems: Download OCLC (Online Computer Library Centre) bibliographic record; convert; edit and export to Aleph (Library catalogue system) according to bibliographic standards; classify and allocate shelf mark using the London Business School Classification Scheme as appropriate to the GSB Library and its current collection • Aleph Item Records created for circulating library items • Process physical books including barcoding, labeling with the appropriate shelf mark, date sheet and stamp • Ensure that library material is catalogued, classified and available for loan within one week of receipt (average) thus ensuring the systematic arrangement of library material and promoting efficient retrieval by library users. Notify relevant GSB faculty, staff and students of new acquisitions in the GSB Library • Create a list of new books on a quarterly basis for the GSB Library website and communicate this to faculty and administrative staff • Manage retrospective cataloguing projects and re-cataloguing and reclassification projects - editing; correcting and resolving problems related to obsolete, conflicting or incorrect records • Supervise and provide cataloguing training for other library staff and review copy cataloguing where necessary to ensure that staff achieves optimum levels of competence in cataloguing and formulate (in consultation with the library manager) Cataloguing Policies and Procedures • Develop relationships with and liaise with UCT Libraries staff who are responsible for cataloguing and the systems librarian	• The GSB Library catalogue is the record for all GSB Library acquisitions and the point of access and control • Quality control is essential as the GSB Library catalogue is accessible to external users and needs to match exacting international standards • The ALEPH system is the means by which all items are circulated and controlled and must therefore be managed and maintained
3	Collection Management, Development and Maintenance	20%	**Ensure that the GSB Library collection is current, comprehensive and meets the academic needs of the staff and the students:** • Handle the collection budget (books – print and electronic) for the GSB Library (in consultation with the library manager) and select appropriate resources to add to the collection within that budget • Ensure that the GSB Library collection is current (the latest editions of the course material and text books are available) and comprehensive (library material is provided for both current and new courses) so that the collection meets the academic needs of the staff and the students • Monitor the STL requests on EBL with a view to purchasing the title for the GSB Library EBL collection • Develop relationships with the academic staff to anticipate their information needs by maintaining awareness of current publications in all formats and working with the academic staff to evaluate new	• GSB faculty and students need to have access to up to date and relevant information according to the programmes, research areas or teaching needs • Availability and relevance of information and resources is constantly changing and the GSB Library needs to provide most direct point of access • Changes to the academic programmes can mean a change in focus within the collection and this needs to be monitored

			resources for possible addition to the collection • Monitor all course offerings in all programmes at the GSB through close liaison with faculty and administrative staff, noting changes in subject areas and departments and evaluating the GSB Library collection to ensure that it meets the needs of that program within allocated budget • Manage, develop and maintain the GSB Library website liaising with GSB Library staff, faculty, and administrative staff to ensure that the website is user friendly, accessible and relevant to all GSB Library users • Keep abreast of new and updated electronic resources and identifies electronic resources to be reviewed, trialed, and/or purchased, in conjunction with Library staff and academics • Daily shelving of Library items • Implement and manage library wide projects, such as shelf reading and collection audits	• Changing acquisition policies at UCT Libraries can impact on the GSB community and these changes need to be timeously communicated • GSB faculty, staff and students need efficient and effective access to all resources available to them
4	Reference and Research Services	15%	**Provide an array of research support and reference services to cater for the entire GSB community (with differentiated services to academics, postgraduates, staff and other library users):** • Interact with library users to assess their information needs and recommend, locate, interpret and assist with the use of the GSB Library and UCT Libraries resources • Respond to basic reference queries – searching all available and relevant resources, to locate needed information • Process and send Inter Library Loans and Branch Loans requests from UCT Libraries: On receipt of request, acknowledge the request, locate the item and inform UCT Libraries when it will be fulfilled; Issue the item to either Branch or Interlibrary Loans and process for the UCT Libraries van; Keep records of loans for tracking and statistical purposes • Explain and assist in the use of electronic databases, the online catalogue, the GSB Library website, UCT Libraries website and other scholarly resources as well as more general internet sources • Assist and advise users having difficulty in conducting searches and troubleshoot searches which have done independently • Readily engage with students on an in-depth one-to-one basis to assist with research and reference needs • Provide information with regard to location of library materials – both physical and electronic • Support and advise students with the referencing of their academic papers and assist with their use of a citation manager (eg Mendeley) • Liaise with academics in areas of subject responsibility • Maintain awareness of current subjects being taught across programmes and the related assignments in order to select, recommend/promote, locate, interpret and assist with the use of relevant electronic and print resources • Propose innovative services and respond to changes in users' information needs in a timely manner • Provide guidance on the dedicated financial and economics databases • Create and maintain Current Awareness and Alerts for GSB Faculty • Suggest promotional and marketing programmes to increase access and awareness of the rich and extensive information resources and services in the GSB Library and the UCT Libraries • Develop and extend personal knowledge and understanding of all the databases and electronic resources used in the provision of information to the GSB community in order that the reference service offered is of the highest professional quality • Develop and extend in-depth knowledge of relevant citation managers (eg Mendeley) in order to support students • Contribute to the development, writing, distribution and maintenance of library guides, informational pamphlets, and signs and publicise services and new items in collection • Produce reference help statistics as a means of assessing trends in user behaviour and needs • Keep up to date with trends and technologies which enable ongoing quality of information services, and implement new technologies where appropriate • Required shifts at the reference/circulation desk to readily assist library users	• Students need to be empowered to efficiently and effectively access, evaluate and use information resources available to them • Staff and students need to find the library staff approachable and accessible to help support their information and research needs • Students need ongoing support with their referencing skills • Academics have to keep up to date with current research • Staff and students need to be able to access the GSB Library's help and support remotely • All databases and electronic resources available to the GSB community need to be publicised and promoted to maximize their use • GSB Library staff must have the ability to advise students and staff on the most relevant databases
5	Library Instruction and Training	4%	**Support the Information, Resources and Research Support Training Programme sessions for GSB students, faculty and staff:** • Support the formal Library sessions conducted by Library staff where necessary • Ensure necessary skills and knowledge to present these library sessions if required	• Training and library sessions with the students are vital to introduce them to the range of resources available to them • Timeous delivery of these sessions ensure their relevance to the courses currently being taught

6	Liaison and collaboration with academics and administrative staff	15%	**Through liaison and collaboration with academics and administrative staff ensure that the GSB Library is meeting the needs of GSB's research and teaching needs:** • Alert academics to new publications in their research and teaching areas • Be aware of the research and teaching areas of faculty and alert academics to relevant new journal articles • Work one-on-one with academics and postgraduates to find and provide materials and information needed to support research projects • Maintain good working relationships and channels of communication with the Programme Coordinators to ensure that any issues students may have with the Library and its resources are communicated to the Library Manager and timeously handled • Liaise with the Programme Coordinators to be added to all vula sites enabling access to all course handouts and readings	• The wide spread availability of resources needs to managed and communicated to academics and researchers to support their information needs • The range of students and programmes across the GSB means that Library staff need to be up to date and aware of the teaching and research needs of the community • GSB student research and programme needs are met and supported by the timeous interaction between programme coordinators and library staff • The availability of resources needs to be accurately reflected in the course readers to ensure efficient delivery of a course
7	Professional Development	5%	**Monitor professional development opportunities**: • Monitor availability of relevant webinars and other online training sessions • Monitor availability of relevant and appropriate local and national conferences and seminars • In collaboration and discussion with the Library Manager timeously plan for attendance at appropriate conferences and seminars • Use the Thursday morning training sessions for in-depth analysis and exploration of the databases and electronic resources available with a view to in-depth knowledge transfer	• GSB Library staff need to be highly trained and motivated to meet the research and teaching needs of the GSB community • Availability and accessibility of information is changing all the time and Library staff need to alert and adaptable to these changes • Expectations and demands from faculty, staff and students mean GSB Library staff must be equipped to meet these challenges
8	Maintenance of appropriate Library environment	2%	**Monitor the physical GSB Library as an area conducive to quiet scholarship and research, but which is also welcoming and where reference and information help is always at hand:** • Monitor and control library use: noise levels / cell phone usage / eating / drinking and ensure adherence to library rules • Contribute towards a friendly and helpful environment throughout the GSB Library • Notice where the GSB Library environment can be improved and make suggestions or improvements accordingly • Monitor functioning of air conditioning, lights and access control • Develop and maintain good working relationship with the Maintenance Department and the BWL Cleaning Staff who service the GSB Library	• The GSB Library is the only quiet managed study on campus and as such is highly sought after. GSB Library staff must ensure that it remains a conducive place to study and research
9	Support of Part Time Library Assistants	2%	**Support the Part Time Library Assistants** • Add to the professional development of the Part Time Library Assistants by providing opportunities for extending their knowledge and functions of the Library • Monitor the work of the Part Time Library Assistants and follow up any relevant issues or queries • Communicate any changes or issues that may impact on the Part Time Library Assistants	• The part time library assistants are crucial to the efficient running of the library and its 7-day a week opening hours • Part time staff need to be trained to meet the information needs of all the users • Ongoing support and development of the part-time staff will ensure a high level of service in the GSB Library at all times

MINIMUM REQUIREMENTS

Minimum qualifications	B. Bibl. or Postgraduate Diploma in Library and Information Science or equivalent Library Qualification A first degree in a business related field would be an advantage
Minimum experience (type and years)	4 years or more years of appropriate professional experience. Experience in an academic or research library would be an advantage
Skills	Research & investigation skills; Strong attention to detail with the ability to be efficient and meet deadlines; Communication and interpersonal skills; Teamwork & co-operation; Professionalism; Logical reasoning; Research support skills; Written communication; Customer orientation; Collection development
Knowledge	Professional knowledge of library and information resources and systems, including library systems, including cataloguing, electronic academic databases, financial databases, ebooks, etc.; Information literacy; Current library trends; High computer proficiency including word and other Microsoft packages
Professional registration or license requirements	
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Information management	2	Building Interpersonal Relationships	2
Professional Knowledge and Skill	2	Client and student support and service	2
University Awareness	2	Communication	2
Research Support Skill	2	Continuous learning	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Management of the GSB Library book collection – including acquisitions, budget, availability on the catalogue; Collection development; Effective and efficient research support; Maintenance of the GSB Library physical space
Amount and kind of supervision received	Informal check-in times with Library Manager and other library staff; Regular report back at staff meetings; Monthly reporting of relevant statistics
Amount and kind of supervision exercised	N/A
Decisions which can be made	Good library policies ensure that decision making is clear with regards to maintaining the library catalogue. Decision making required with collection development and purchasing of new titles. Decision making required with regards reference queries and support to students
Decisions which must be referred	Selection of new titles will be discussed with the Library Manager and other GSB Librarian as part of the Collection Development for which all are responsible. Suggested changes to resources and policy will be referred to the Library Manager.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Library staff, GSB faculty, GSB staff (especially GSB IT and programme coordinators) and GSB students; UCT librarians, UCT faculty and UCT students at masters or doctorate level.
External to UCT	Book vendors – both electronic and print; External suppliers; other SA business school librarians