Librarian Job Profile

Introduction

Librarians in government are responsible for the selection, acquisition, organisation and management of published information on behalf of their department. This includes third party information (subscription databases, e-journals, eBooks and print publications from commercial suppliers), as well as relevant published texts from their department. Working as a Librarian you will contribute to the continuity of knowledge through the management of published corporate memory.

Library Managers are often involved in devising complex search strategies for different online resources as well as being able to locate obscure information or publications. They typically liaise with a variety of stakeholders, including publishers and suppliers, ensuring that the Government and taxpayer get best value for money from contracts concerning the procurement of published information. They maintain networks of library and information services whose collections are available for reference or through inter-library loans. Librarian posts will ordinarily be held by individuals at all grades, where the level attained will be dependent upon the complexity of tasks and decision-making authority assigned to the individual.

Tasks

Librarians are likely to have the following responsibilities;

- Selection, acquisition, organisation and management of published information/texts, maintaining the

corporate memory.

- Responding to internal information enquiries in a timely manner, searching across a variety of catalogues/databases.

- Management of inter-library loans.

- Ensuring that metadata for holdings is present and correct in line with RDA, AACR2 and MARC 21 rules.

- Use of Open Access Publishing Models to ensure value for money as a department.

- Ensuring compliance with Copyright, Designs and Patents Act 1988 and the Legal Deposit Libraries Act 2003 as appropriate.

- Liaising with key stakeholders to ensure library services are developed across the organisation.

Skills Required by Librarians

Awareness Level (AA/AO)

1. **Using, evaluating and Exploiting Knowledge and Information:**

- Has a basic awareness of library principles, tools, techniques and processes, e.g. who is permitted to use the service and/or different types of material (digital or print) which can/cannot be issued or borrowed.
- Operates library practices and procedures in accordance with instructions and knows when to seek more specialist support, e.g. lending books or issuing overdue notices.

- Recognises the importance of maintaining content quality and integrity, e.g. ordering inter-library loans, especially those that attract a charge.
- Recognises the benefits of collaborative working and knows how to use tools to support effective collaboration, e.g. 'Dropbox' for sharing digital departmental publications.

2. Acquiring, Managing and Organising Knowledge and Information

- Applies good practice and standards, e.g. follows local rules for creating catalogue or borrower records or saves/shelves information at the correct location.
- Has a basic understanding of the different business requirements for protecting information and applies the appropriate standards and policies for handling, storing, disseminating and preserving them, e.g. ensures that managers are alerted to protected items (digital or print) that have been stored or shelved in a 'public' location, such as in the Cloud or a reading area open to the public.
- Has a basic understanding of the need to manage information throughout its lifecycle and applies retention and disposal principles to own information, e.g. follows local instructions for keeping/disposing of old editions of different titles or applies the retention policies for serial subscriptions.
- Ensures that information is made available and used, e.g. adding digital publications to the library catalogue or routine maintenance of print collections.

3. Information Governance

- Has a basic awareness of relevant Information Governance legislation, policy and standards, e.g. legal deposit or copyright legislation.

- Operates Information Governance practices and procedures in accordance with instructions and knows when to seek more specialist support, e.g. copying or downloading articles for customers.
- Highlights discrepancies/updates required in library policy and brings it to the attention of policy owners, e.g. recognises the impact that changes to the circulation or retention of serials has to library guides, signage or space.

Practitioner Level (EO/HEO)

1. **Using, evaluating and Exploiting Knowledge and Information:**

- Applies good practice and standards, e.g. monitoring that the quality of answers to enquiries is consistently high or ensures that customers are aware of all potential and relevant sources of information where appropriate.
- Understands, and/or evaluates the validity of, the range and scope of available resources (free/procured and paper/digital) covering subjects relevant to the organisation's needs and facilitates appropriate access to them, e.g. online databases, library catalogue, departmental publications available to remote as well as local customers.
- Understands and applies coherent search and retrieval techniques and processes to ensure the effective use and exploitation of content; and evaluates, selects and clearly presents search results to customers, e.g. formatting bibliographies or removing extraneous items from online searches so that the customer can easily evaluate the relevant information/publications available.
- Contributes to the delivery, development and management of library services, and provides advice to stakeholders, e.g. identifies and implements changes to enquiry services

or advises on how to set up and manage current awareness or table of content services.
- Has good awareness of how information flows across the organisation, e.g. how content of search results is used by analysts to inform policy proposals presented to Ministers.
- Works with stakeholders to identify information skills gaps and develops relevant services, training, advice or guidance proactively to meet business needs, e.g. developing training and guidance on advanced internet searching, including awareness of strengths/weaknesses of different search engines.

2. Acquiring, Managing and Organising Knowledge and Information

- Applies library good practice and standards, e.g. ensures that orders for print/digital publications or subscriptions are consistent, so that suppliers can be sure that the correct items have been identified, or ensures that the description of resources and the application of metadata is consistent and, where appropriate, applies international standards, such as RDA, AACR2 and MARC 21.
- Understands the different business requirements for protecting information and applies the appropriate standards and policies for handling and storing, e.g. how to handle older publications that are still classified or how to manage material that has been placed in parliamentary libraries, but which is not widely available.
- Understands the need to manage information throughout its lifecycle and applies agreed retention and disposal policies for both digital and paper, e.g. identifies and procures new publications on subjects relevant to the organisation and manages the disposal of obsolete publications in accordance with the organisation's financial and information asset management policies.

- Applies good principles to manage and organise information so that it can be made available and used, e.g. ensures that retention copies are provided in the appropriate format and delivered to the correct customer, customises webpages to make the range of available content clearer or develops taxonomies, code lists and ontologies to support cataloguing and retrieval.

3. Information Governance

- Applies Information Governance good practice and standards, e.g. maintains awareness of the different terms and conditions for subscription databases.
- Has a good understanding of the relevant policy and legislative framework, and provides advice on how to achieve effective handling in accordance with the relevant compliance regime, e.g. compliance with copyright legislation, including when to apply exemptions such as library privilege or judicial proceedings.
- Understands when, where and how to seek legal or specialist advice, e.g. when advising on the re-use of third party information/graphics on social media.
- Works with stakeholders to identify Information Governance skills gaps and proactively develops relevant services, training, advice and guidance to meet business needs, e.g. producing guidance on individuals' responsibility to comply with copyright legislation. 2.3.5 Develops procedures for information handling that take into account the organisation's risk management approach, e.g. compliance with the terms and conditions attached to the reuse of third party images that are being used in internal/external campaigns, including acknowledging the Internet Protocol (IP) owner.

Leader Level (SEO/Grade 7 and equivalent)

1. **Using, evaluating and Exploiting Knowledge and Information:**

   - Identifies opportunities where the library service is a key stakeholder, e.g. ensuring services are developed in line with key cross-government initiatives. –
   - Develops the right networks and relationships to ensure that the library is integral to strategic decision-making across the business.
   - Exploits opportunities for the organisation to derive maximum benefit from its library services and librarian expertise.
   - Develops and champions best practice in the provision and development of library services.
   - Coordinates and facilitates improvements in library services for the benefit of the business.
   - Acts as subject matter expert in particular areas of librarianship, e.g. acquisitions or enquiry services

2. **Acquiring, Managing and Organising Knowledge and Information**

   - Develops strategies and policies for library services that meet business needs and are in line with the legal and policy requirements.
   - Ensures the library management system (LMS) facilitates access to resources and collections for all users.
   - Develops innovative approaches for acquiring, maintaining and managing library content and collections that reflect the needs of the organisation and provide value for money.
   - Ensures that services are developed to maximise access to library content.

- Develops robust policy and procedures for acquiring third party information, using knowledge of the information to meet stated user needs.
- Develops business continuity plans to ensure continued access to library services and resources (both physical and electronic) through technological and organisational change.

3. Information Governance

- Balances and mitigates different library risks in accordance with departmental approaches and strategies.
- Develops metrics for measuring the value of specific library services and products.
- Monitors, promotes and continually improves the relevant compliance regime.
- Understands the legislative and regulatory regime within which the library needs to operate and develops services to ensure compliance.
- Understands the licensing terms of different library subscriptions and develops services in line with them.
- Collaborates with Information Asset Owners (IAOs) and other stakeholders to ensure compliance with the appropriate Information Governance regime.

Senior Leader Level (Grade 6 and above)

1. Using, evaluating and Exploiting Knowledge and Information:

- Is responsible for maximising the benefits of library and information services for the entire organisation, and demonstrates how KIM skills enable delivery of key cross-government initiatives. Liaises with senior leaders

throughout the organisation, identifying needs for library and information services at an organisational level, demonstrating improvement through measurable management information reporting.

- Leads and builds librarian capability and culture within the team and across the organisation, championing the need for KIM skills to support new ways of working, e.g. ensures that librarians at all levels are adequately supported and can access and participate in CPD suitable for their professional roles.
- Influences departmental strategy to ensure that library and information services are sufficiently recognised, valued and resourced, e.g. champions the importance of the library to senior stakeholders and ensures that the library is adequately resourced to meet the organisation's needs.
- Advocates librarianship and ensures that the profession is visible both within government and across the wider KIM community, e.g. participates in the KIM Heads of Profession Group meetings, sharing details of good practice and challenges from their own organisation, while capturing and cascading examples from other organisations.
- Ensures library services are considered as part of the strategic planning for business and organisational change, e.g. ensures that consultation with librarians is built in as a milestone for the project planning of any organisational and business change.
- Maintains awareness of wider developments in library service provision, evaluates their benefit to the organisation and develops services that reflect external direction of travel

2. Acquiring, Managing and Organising Knowledge and Information

- Is the recognised and visible authority within the organisation for library and information services, providing subject matter expert advice and recommendations to the Senior Leadership Team.
- Develops and communicates the strategic direction for library services across the organisation, including for collection management, ensuring that these are aligned to wider government initiatives, e.g. produces Collection Development Policy and ensures strategic fit with other KIM policy.
- Drives continuous improvement in the provision of library services, e.g. ensures that library contractors and suppliers deliver value for money while providing high quality services.
- Defines library services for the organisation and ensures that this is communicated to the business, e.g. collaborating with IT to ensure that their strategy supports delivery of library services.
- Drives efficiencies in the provision of library services, e.g. continuously reviews services and sources, identifying opportunities for rationalisation and value for money.

3. Information Governance

- Identifies and develops appropriate Information Governance structures in conjunction with stakeholders, and ensures there is accountability for library service risks and issues and these are fully visible, e.g. ensures issues raised by stakeholders are elevated to an appropriate level and inform future planning considerations.
- Ensures the appropriate internal library governance and policies are in place to support compliance with relevant regimes, e.g. Copyright and IPR, licensing requirements.
- Develops metrics for measuring the value of library services and ensures these feed into wider organisational performance measures.

- Ensures alignment with wider organisational, Civil Service and external governance to enable full visibility and prioritisation of library service risks and issues, e.g. collaborates with other government library service providers to champion discipline priorities across the Civil Service.