

**ROYAL CORNWALL HOSPITALS TRUST**

**CORNWALL HEALTH LIBRARY SERVICE**

**JOB DESCRIPTION**

**Title:** Subject Librarian  
**Reports to:** Knowledge Services Manager  
**Responsible for:** Supervision of Library Assistants' work as appropriate  
**Base:** Library, Knowledge Spa, Royal Cornwall Hospital

**Main functions of post:**

To develop and deliver effective and efficient professional library and information services in support of teaching, learning, research and patient care. Sole responsibility for provision of professional library services for staff and students of the Peninsula Medical School.

In addition the postholder will participate in professional library activities such as cataloguing, classification and user education, and contribute to the full range of library activities as a member of the library staff and the Library Management Team.

**Duties and responsibilities:**

**Service planning and development**

Ensure an excellent service in support of Peninsula Medical School (PMS) teaching and learning by establishing effective mechanisms for consultation with PMS academic staff and students. Build effective working relationships to ensure communication, both formal and informal. This is an essential daily activity.

Participate in and contribute professional expertise as a member of programme committees or working groups, and maintain an in-depth understanding of developments in learning and teaching with implications for library service provision, for example PMS Locality meetings.

Attend quarterly PMS Librarians meetings to represent Cornwall in developing a co-ordinated and consistent approach to service provision across a wide range of Higher Education and NHS libraries. Reconcile various policies and practices across university libraries and NHS libraries, and represent the Truro site in meeting local issues/interests, to provide a seamless service for library users.

Responsible for training all library staff in access to and use of PMS resources, including planning, delivering and evaluating training sessions.

Take an active role in the strategic development of the whole library service by participation in the Library Management Team (LMT). Advise LMT on the

requirements of PMS library users. Advise LMT of broad professional issues within HE and ensure that these are taken into account in forming library policy.

As part of LMT, contribute to the development and implementation of policies and procedures across the whole library service.

Initiate service improvements and develop services in support of other user groups.

Initiate collection of feedback from users, analysing and making improvements to the service accordingly, eg making library accessible 24/7 to PMS students in response to feedback.

### **Collection Management**

Manage all resource acquisition in support of teaching and learning for PMS in Truro, to ensure best use of the available budget. This involves maintaining close communication with the PMS academic community, both formally by attending meetings and informally by day-to-day contact.

Develop and deliver a range of subject-focused information services. This involves identifying, selecting, purchasing and organising library resources. Purchasing decisions are informed by close liaison with PMS staff and students, other libraries serving PMS, and monitoring use of materials, and understanding users' needs.

Monitor the use of library resources and produce management information to inform purchasing decisions.

Evaluate new resources and advise Cornwall Health Library Service and PMS on their purchase.

Ensure stock is representative and up-to-date, in accordance with agreed regional policies.

Responsible for cataloguing and classification of PMS purchased stock. Assist with cataloguing and classification of other library stock.

Responsible for development of reference collection, ensuring stock is relevant and up to date, and carrying out all cataloguing and classification.

### **Budget**

Advise PMS and South West Peninsula Strategic Health Authority on purchases in order to serve local requirements. Requires knowledge of suppliers, agents, and range of sources and formats.

### **Enquiries & Literature searching**

Support students and academic staff in access to information resources by:

Providing and contributing to the development and delivery of specialist and subject enquiry services in conjunction with other members of the library staff, and respond to referred enquires. Lead on the provision of these services to PMS staff and students on a daily basis.

Receiving library enquires daily by personal contact, telephone, email and fax. This involves prioritising workload and the use of reference enquiry techniques designed to ascertain the extent, level, scope, constraints and reasons for the requested information. This calls for an understanding of the academic requirements of PMS students, requiring close working relationships with academic staff.

Answering daily requests for information, applying specialist subject knowledge to a wide range of printed and electronic sources, from the NHS and Universities of Exeter and Plymouth, in support of patient care and student learning, including:

- Database selection and searching
- Specialist evidence based resources eg Cochrane Library
- Electronic journals and books
- Internet, NHS net and intranet sites
- Reference material
- Periodical articles
- Abstracts, indexes and bibliographies

Performing pre-booked mediated literature searches with the user in attendance, for training purposes and to support clinical care and research, using a range of printed and electronic sources as above. This requires:

- An understanding of the terminology and concepts inherent within medical and health care.
- Knowledge of the range and limitations of the sources and systems available.
- The skills to formulate and carry out a search strategy, and ability to diagnose problems with search strategies and suggest alternative approaches to give high quality results.
- Understanding of the principles of critical appraisal of research material
- An understanding of the legal requirements regulating access to resources, particularly copyright law and licensing agreements.

This activity may be in direct support of patient care, and requires the postholder to locate high quality evidence to support practice. Results must be returned within 3-5 working days of receiving requests, to meet regional quality standards.

### **User Education**

Analyse training needs, and initiate appropriate programmes, in keeping with PMS teaching methodology, eg Problem Based Learning.

Plan, deliver and evaluate user education programmes for PMS staff and students including use of Internet, databases, catalogues, resource evaluation and critical appraisal. This requires detailed knowledge of health subjects and curriculum requirements.

Responsible, along with other PMS library colleagues, for development and local implementation of co-ordinated user education programme across 6 sites, to ensure consistent and high quality programmes for all students. This requires regular liaison with library colleagues on all related sites.

Develop library support materials and services for students and staff, including help sheets, workbooks web-based information, online tutorials and FAQs in support of student learning and patient care.

Update content of specialist subject guides on an annual basis to support research and evidence based practice.

Teach staff and students to become independent library users by providing assistance and tuition in the above sources and systems on a daily basis.

Actively plan, deliver and evaluate open days, induction programmes, outreach activities and other events associated with the promotion of the services across the county.

Contribute to the planning, delivery and evaluation of user education programmes for all library users, including inductions, group training, and individual training. Gather appropriate feedback.

### **Service Delivery**

Participate in circulation and enquiry desk rotas twice weekly, including evening and Saturday working as required. Evening and Saturday duties involve managing the library in the absence of other staff.

Participate in marketing, promotion and evaluation of electronic and other library services by involvement in planning and carrying out activities such as open days, formal surveys and preparation of publicity materials. Ensure effective use is made of the library's electronic material by active promotion of resources.

#### **Ad hoc searching**

Instruct library users on an ad hoc basis in locating relevant literature using resources detailed above. This is carried out daily on request to provide a responsive service to support patient care, education and research.

#### **Ad hoc software support**

Instruct library users on an ad hoc basis in use of software such as Word, Powerpoint or Excel.

Participate in the work of the library as necessary eg shelving, photocopying, processing books and journals, receipting and claiming journals.

Communicate daily with library users, taking into account their needs.

Maintain a professional approach to library users at all times. Deal with difficult interactions with users in a calm and competent manner.

### **Personal Development**

Maintain an awareness of, and participation in, professional developments; undertake appropriate personal development and training, and acquire new skills and expertise in order to take the service forward in a time of rapid change in both the NHS and higher education sectors.

Acquire a good working knowledge of the subject area including taught programmes and research activities; staff and student profiles; and to contribute professional expertise to the work of the subject area as required.

Maintain awareness of procedures, sources of information, and appropriate professional issues and to undertake relevant staff development and training.

### **Library environment**

Sole responsibility for the health and safety and security of the library when performing evening and Saturday cover.

Participate in the daily shelving and shelf tidying of the library collection, conforming to relevant standards and health and safety requirements. These duties include frequent light effort involved in lifting and moving books, journals and boxes, pushing trolleys, and bending and stretching to reach shelves.

### **Other duties**

Be conversant with and comply with all health and safety, security, confidentiality and Freedom of Information regulations that are in force.

Be an effective team member, respecting the work of others and representing the library service suitably at all times.

*In addition to these duties employees are required to carry out such other duties as may reasonably be required within the general scope and level of the post.*

### **Key relationships:**

PMS academic staff

PMS IT department, eg the Emily team and the e-journals officer

Universities of Plymouth and Exeter Library Services

NHS Library services across Exeter, Plymouth and phase 3 sites eg Barnstaple

Directorate of Workforce and Learning, Strategic Health Authority

## Person Specification

| <b>Attributes</b>                        | <b>Essential</b>   | <b>Desirable</b>  | <b>How identified</b>         |
|--|--|---|-------------------------------|
| <b>Experience</b>                        | Over three years experience in a relevant library or information science role  | Experience of working in Higher Education or NHS<br><br>Formal teaching and training<br><br>Budget management<br><br>Resources management   | Application form              |
| <b>Qualifications</b>                    | First degree in library/information studies or graduate with postgraduate qualification in library/information studies   | Chartered Member of cilip or equivalent eg Institute of Learning and Teaching or equivalent experience<br><br>ECDL or equivalent experience | Application form              |
| <b>Practical and intellectual skills</b> | Good interpersonal skills<br><br>Excellent verbal and written communication skills<br><br>Analytical and problem solving ability<br><br>IT fluency, including library management systems and information retrieval systems<br><br>Good organisational skills | Understanding of health related subjects and terminology<br><br>Negotiation skills  | Application form<br>Interview |

|   |  |  |                                   |
|---|--|--|-----------------------------------|
| <b>Disposition/adjustments/attitude</b> | <p>Able to build and maintain effective relationships with a wide range of staff across sectors</p> <p>Self motivated and well organised</p> <p>Commitment to a service ethos</p> <p>Able to work on own initiative and as part of a team</p> <p>Flexible approach to work</p> | Able to work to deadlines  | Application form<br>Interview     |
| <b>Training</b>                         | <p>Willing to undertake relevant CPD activities</p> <p>Current awareness of professional developments</p>  | <p>Critical appraisal</p> <p>Clinical information retrieval</p> <p>Teaching/training</p> | Interview                         |
| <b>Physical makeup</b>                  | Able to undertake all duties   |  | Occupational Health questionnaire |
| <b>Circumstances</b>                    | <p>Able to undertake evening and Saturday duties on a rota basis</p> <p>Able to work at all sites as required</p>  |  | Application form<br>Interview     |