



JOB DESCRIPTION

Job Title:	Journals and Databases Coordinator
Department / Unit:	Library Services
Job type	Full Time, Permanent
Grade:	RHUL 6
Accountable to:	Head of Acquisitions and Content Delivery
Accountable for:	Information Assistants
Purpose of the Post	
<p>To coordinate activities relating to the management of the library's journal and database subscriptions and purchases, including:</p> <ul style="list-style-type: none"> • ensuring efficient and effective acquisitions workflows; • maintaining accurate records of subscriptions, access entitlements, licenses and usage data; • delivering continuity of access and a high standard of service to library users; • ensuring that acquired resources represent the best possible value for money; • providing practical support for the development and management of the library's digital collections (including open access) • line managing and supervising Information Assistants 	
Key Tasks	
<p>Subscriptions management</p> <ol style="list-style-type: none"> 1. Carry out the ordering, renewal and cancellation of journal and database subscriptions, taking particular responsibility for the annual subscriptions review. 2. Support the Head of Acquisitions and Content Delivery and Information Consultants with evaluation and selection of journal and database subscriptions. 3. Understand and report on subscription pricing models, consortium and publisher agreements and licence terms 4. Use negotiation skills to ensure that the Library obtains the best value for money for new subscriptions and renewals 5. Coordinate the administration of licences for journal and database subscriptions. 	

6. Maintain accurate records of journal and database purchases, holdings and online access entitlements in the library management system (Alma), other appropriate tools, e.g. KB+, and associated spreadsheets, working with Library colleagues when appropriate.
7. Liaise with subscription agents, publishers and other suppliers to ensure delivery of consistently high-quality service, monitoring standards of service delivery and working to resolve any issues with journal and database subscriptions, online access or print supply.
8. Liaise with the Library Administration Team and the Finance Department to ensure prompt payment and uninterrupted delivery of content.
9. Contribute to the Library's transition to new journals pricing models (including open access), liaising with appropriate colleagues.
10. Gather and collate information on expected annual subscriptions expenditure in support of the preparation of the Learning Resources Budget by the Head of Acquisitions and Content Delivery

Digital resource management

11. Support the Head of Acquisitions and Content Delivery in establishing workflows and systems to record entitlements and post-cancellation access details for e-journals and implement e-journal archiving solutions (for example Portico).
12. Work with the Library Systems Manager to maintain access to all eresources using appropriate library authentication systems (Shibboleth, EZproxy).
13. Work with the Metadata and Discovery Coordinator to ensure that journals and databases are fully discoverable to users via library systems (e.g. Primo)
14. Collect, collate and analyse usage data for e-journals and databases using appropriate tools (JUSP) and standards (COUNTER, SUSHI), and prepare management information reports to support collection management decision making.
15. Respond to queries relating to journal and database subscriptions from library staff and users, and trouble-shoot access problems. As part of a team, provide cover for queries relating to e-books as required.
16. Support the planning and implementation of collection development and management projects across both physical and digital collections, including coordinating projects as required from time to time

Staff management and supervision

17. Contribute to the documentation of policies and procedures relating to journal and database subscriptions.

18. Line manage Information Assistants, including recruitment, induction, probation, performance management, staff development and pastoral care.
19. Deliver training, supervision, support for queries, and quality assurance for the journal and database administration work in the team.

General

20. Ensure that all workflows associated with the post are efficient and effective through a continual process of evaluation and improvement where possible
21. Participate in regional and national networks in the area of journals and database management (for example UKSG), in order to maintain awareness of trends in journal publishing and business models, and digital resource management policies and practices.
22. Develop expertise in relevant Library systems required for the role, e.g. Alma.
23. Contribute to operational planning and service developments in Acquisitions and Content Delivery as part of a team.
24. Participate in project and development activities as part of a team of staff seeking to meet the Library's strategic aims and goals.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Head of Acquisitions and Content Delivery
Metadata and Discovery Coordinator
Book Acquisitions Coordinator
Library Systems Manager
Academic Liaison Team
Library Administration Team

Content providers and publishers
Purchasing consortia (e.g. JISC)
Subscriptions agents