

Job Title: Stock Librarian	Role Profile Number: CEN41
Grade: N Salary:	Date Prepared: 2016
Directorate/Group: Swindon Library & Information Service	Reporting to: Head of Service
Structure Chart attached:	No

Job Purpose

- To lead Swindon Library & Information Service stock development, managing the purchase of the most appropriate stock materials for the library service, in line with the library strategy and stock policy.
- To have overall accountability for the range, scope and currency of existing library stock, the stock budget, and its allocation across the Borough.
- To manage, promote and monitor stock to maximise usage and inform future stock selection.
- To manage, lead and develop the Libraries Stock Team.
- To engage with, and represent the authority on, local and national groups and bodies associated with stock provision.
- To act as a specialist within the service and across the community, leading, supporting and advising at all levels on matters relating to books, literature, publishing and stock.
- To ensure that Swindon Library & Information Service provides residents with a comprehensive range of literary works, reference stock, eResources and other published works.

Key Accountabilities

- To allocate, manage and monitoring the stock budget to ensure appropriate resources are purchased and to maximise the use of the budget.
- To manage, monitor and evaluate library materials and their use, implementing adjustments to budgets according to evidence-based stock management data.
- To monitor usage and income for income-generating stock to ensure that appropriate resources are committed to them.
- To develop Swindon Libraries' stock collection policies and review the use of new technologies and formats.
- To develop and be responsible for a programme of stock promotion and ensure that this is implemented across all of Swindon's libraries.

- To have an understanding of the requirements of Swindon residents and the community and deliver appropriate stock to support their needs.
- To monitor global, national and regional library and publishing initiatives and trends and assess how these may improve and enhance Swindon Library & Information Service.
- To explore and develop options for working in co-operation with other library services to deliver shared services for stock management and reduced costs.

Supplementary Accountabilities

- Overall responsibility for allocating, monitoring and spending the stock budget for Swindon's libraries – both the five core libraries and in partnership with the various community libraries.
- To contribute to increasing usage of Swindon's libraries through a programme of stock promotions and stock maintenance, and to monitor the effectiveness of the programme.
- To improve the levels of stock turn for all materials as agreed.
- To help successful deliver the Development Team's business plan.
- To ensure all stock acquisition processes employ the most efficient possible use of technology.
- Promote the Equalities and Diversity agenda for Swindon Library & Information Service.
- To carry out all other duties as required and are commensurate with this post.

Knowledge & Experience

- Extensive knowledge of public libraries, the book trade and publishing trends.
- Experience of managing staff.
- Ability to analyse library to date to understand future and current demand.
- Significant experience of managing budgets.
- Well-developed organisational skills.
- Excellent IT and analytical skills and the ability to use IT effectively.
- Detailed knowledge of public library policy, processes and procedure.
- Understanding of the wider issues facing public library services and their users.
- Ability to maximize use of budgetary resources month to month, across the financial year, and across the duration of multi-year library strategic planning.
- Professional communication skills when dealing with external partners, suppliers, and the public.

Qualifications

- Chartered or fully qualified librarian - or willing to undertake and complete CILIP Chartership.
- Degree or significant compensatory experience in a relevant field.

Decision Making

- Overall responsibility for spending the £200k+ stock budget for Swindon Libraries.
- Overall responsibility for allocating the stock budget across the many areas of library stock and

services, including books, eBooks, eResources and eComics.

- Overall strategic responsibility for the scope and range of books in Swindon Libraries.
- React to changing budgetary condition to make in-year financial savings.
- Assessing potential stock suppliers and support the tendering process.

Creativity and Innovation

- Identify and evaluate trends in publishing and their potential value to the service.
- Development of the Library Management System, identifying and specifying new features and procedures.

<ul style="list-style-type: none"> • <u>Job Scope</u> • Number and types of jobs managed <p>1 role (Acquisitions Officer) plus support and training for other staff when carrying out stock work and new procedures.</p> <ul style="list-style-type: none"> • Typical tasks supervised/allocated to others 	<ul style="list-style-type: none"> • Budget Holder • Responsibility • Asset Responsibility: 	<p>Yes- £200,200+ stock budget for all library service acquisitions.</p> <p>SBC laptop/pc/mobile.</p>
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Contacts and Relationships

- Colleagues across Swindon Libraries and SBC.
- Other UK public library authority colleagues and peers.
- General public - Readers Groups.
- Stock enquires from the public, publishers, authors and organisations.
- Stock suppliers (Askews, Peters and eBook suppliers, etc.).
- Conferences and peer meetings.
- Library management System suppliers (Civica).
- The Reading Agency and other literacy organisations.

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation

- Valuing one another and the contribution each of us makes

Other Key Features of the role

Travel between library locations across the Borough and to other public library authorities.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	