

University Library - The role of the Library Liaison Officer

Main role:

To act as a point of liaison between the academic school and the University Library.

Duties and responsibilities:

- To work with the Academic Librarian for the School to support effective communication and partnership working between the Library and School
- To work with the Academic Librarian and other Library staff to raise the profile of the Library service in the School by:
 - Reporting on Library news and developments to colleagues
 - Promoting new Library services to colleagues and advocating the role of the Library in supporting and enhancing teaching and research
 - Encouraging new staff to meet the Academic Librarian to discuss how the Library can support their teaching and research
- To co-ordinate annual reviews of the School's serials list to ensure that subscriptions meet the teaching and research needs of the School
- To maintain regular contact with the Academic Librarian including a meeting each semester
- To represent the School at Library User Group meetings