



# Role Description

## Library Expansion Pack

### 2017/18

<b>Contacts</b>	School President	yourunion.net/schoolpresidents	
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**Role** In addition to the tasks listed in the general Class Representative’s role description, the Library Reps are the link between their School and the Library. They are appointed by the relevant School President at the beginning of the first Semester. They are trained and supported by the Students’ Association and the Library. They work closely with the Library on improving the library facilities, online reading lists, access to learning resources (both paper and online), and on raising awareness about services on offer.

### Responsibilities

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|----------------------|---|
| <b>Training</b>      | <ul style="list-style-type: none"> <li>• Sign up for and attend mandatory Library training</li> </ul>   |
| <b>Communication</b> | <ul style="list-style-type: none"> <li>• Introduce yourself and explain the role of Library rep to students in your School and lecturers</li> <li>• Reply to emails from classmates</li> <li>• Save contact details of key Library/Students’ Association staff</li> <li>• Liaise with other Library reps</li> <li>• Highlight library communication channels, e.g. Facebook, Twitter, Library Blog</li> </ul> |

- Feedback**
- Create your own ways to gather feedback (e.g. surveys, questionnaires)
  - Collate general feedback on Library services/resources within your School
  - Present feedback during SLUG meetings or to relevant staff

- Meetings**
- Attend SLUG (Student Library User Group) three times a year with the DoEd, the Library Assistant Director (Liaison & User Services), Senior Academic Liaison Librarians, User Services Manager (Library) and the other Library Reps. Send apologies when not available to attend and ensure that your School President designates another person to attend.
  - Before SLUG: Acquire student feedback on Library resources. Conflate opinions into clear points and add these in the agenda of the meeting. Read agenda
  - During SLUG: Convey student opinion. Take notes. Ask questions/clarify points. Make suggestions for service developments where appropriate
  - After SLUG: Summarise results and communicate these to students

- Actions**
- Promote the Library within the School
  - Talk to lectures about online reading lists (for Semester 2) and ensure the Library receives them on time
  - Notify the relevant Senior Academic Liaison Librarian if there are groups of students in your School who would like a taught session on using and searching library resources.
  - Publicise alternative study spaces, morebooks@, new resources and service developments.