

# LOUGHBOROUGH UNIVERSITY

## The role of the Library Liaison Officer

### Main role:

To be the focal point of liaison between the academic department and the University Library

### Duties and responsibilities:

- to work with the Academic Librarian for the Department to ensure that the Library collections and services provide optimum information and literature support for the research, learning and teaching of the Department (to this end, Library Liaison Officers are given on request details of material their colleagues ask the Library to buy)
- to work with the Academic Librarian and other Library staff to maintain and raise the profile of the Library service in the Department, by
  - reporting on Library matters to Departmental colleagues
  - promoting new Library services to colleagues
  - representing the Library view at Departmental meetings and discussions
  - encouraging new staff to meet the Academic Librarian to discuss their Library needs
- to try to ensure all relevant departmental information reaches the Library
- to try to ensure that online reading lists are kept up to date
- to co-ordinate annual reviews of the Departmental serials list, to ensure that subscriptions are those which best support Departmental research and learning
- to assist the Academic Librarian in managing the funds available for the purchase of library material on behalf of the Department
- to ensure the Library has up-to-date details of members of the Department authorised to sign inter-library loan requests
- to maintain regular contact with the Academic Librarian, including at least one face-to-face meeting each semester
- to represent the Department at meetings of the Library User Committee