**THE UNIVERSITY LIBRARY**

## FURTHER PARTICULARS

# The Library Service

The University Library is in Ravelin Park, part of the Guildhall Campus in the centre of Portsmouth. The University Library is distinctive, modern and purpose built, a new £11,000,000 extension opened in 2006 and further refurbishment of the ground floor took place in 2014. We also have managerial responsibility for a social learning space in the adjacent Student Centre. The Library is strongly service-orientated and places much emphasis on close relations with staff and students throughout the University. There are over 80 staff members, excluding student shelvers, and the budget is just under £6m.

# Staff structure

The teams which make up the Library service are:

***Senior Management team*** – this comprises the University Librarian plus two Associate University Librarians who between them have responsibility for the following teams

***Business Support team*** – this supports the work of the Senior Team as well as bringing together a group of staff who work across the whole library, including those responsible for staff development, and data management

***Academic Liaison team*** – this includes a team of five Faculty Librarians (one per Faculty) plus a Law Librarian and a Map Librarian, who are supported by 3 Assistant Faculty Librarians. Faculty Librarians have responsibility for liaison with teaching staff to develop collections and services in each subject area and undertake a comprehensive programme of teaching information literacy. In addition this team provides enquiry services, research support and includes an archivist who works with the archives of the University.

***Research Outputs team*** - This team supports researchers in depositing their research publications to the institutional repository, advising them on issues of open access and funder compliance.

***User Services team*** – provides all front of house services including the Reception Desk and Welcome Desk. We have moved towards a self-service model available throughout our extensive opening hours (we are open 24/7 for the majority of the year).

***Procurement and Metadata team*** – this carries out procurement of all types of material (including interlibrary loans) as well as metadata management of all collections. We place great importance on obtaining value for money in this area and carry out detailed benchmarking of our electronic purchases. We are members of the Southern Universities Purchasing Consortium.

***Systems team –*** we use Capita as our Library Management System. Our website is under constant review and its importance to us is reflected in the presence of a web-related post in the Systems team [www.port.ac.uk/library](http://www.port.ac.uk/library) . There are dedicated IT Helpers sharing one of our Information Desks and we use NorMAN for out of hours enquiries.

The University Library has a good track record of staff development with a dedicated post attached to this area. Much of our developmental work happens via small working groups and we have found this to be a good way to harness staff creativity.

**Library Staff Structure**

**University Librarian**

**Associate University Librarian (Research and Online Services)**

**Associate University Librarian (Academic Liaison and User Services)**

**Evening & Weekend Assistants**

**Senior Library Assistants**

**Team Leader - Systems**

**Assistant Faculty Librarians /Assistant Librarians**

**Assistant Team Leader – User Services**

**Business Support Team**

**Systems Team**

**Faculty/Map/Law Librarians**

**Senior Library Assistants**

**Team Leader – User Services**

**Academic Liaison Team**

**User Services Team**

**Procurement and Metadata Team**

**Team Leader – P&M**

**Staff Development Advisor**

**Systems**

**Lead Technician**

**Assistant Team Leader**

**Finance Officer**

**Library Assistants**

**Team Leader – Business Support**

**Data Manager**

**Senior Administrator**

**Building Services Supervisors**

**Archivist**

**Research Outputs Manager**

**Research Outputs Team**

**Web, Systems & Communications Developer**

**Library Processing Assistants**

**Library Assistants**

**Metadata/Procurement Librarians**

**Student Assistants**

**Research Outputs Officer**

**Research Outputs Assistant**

**Research Data Officer**