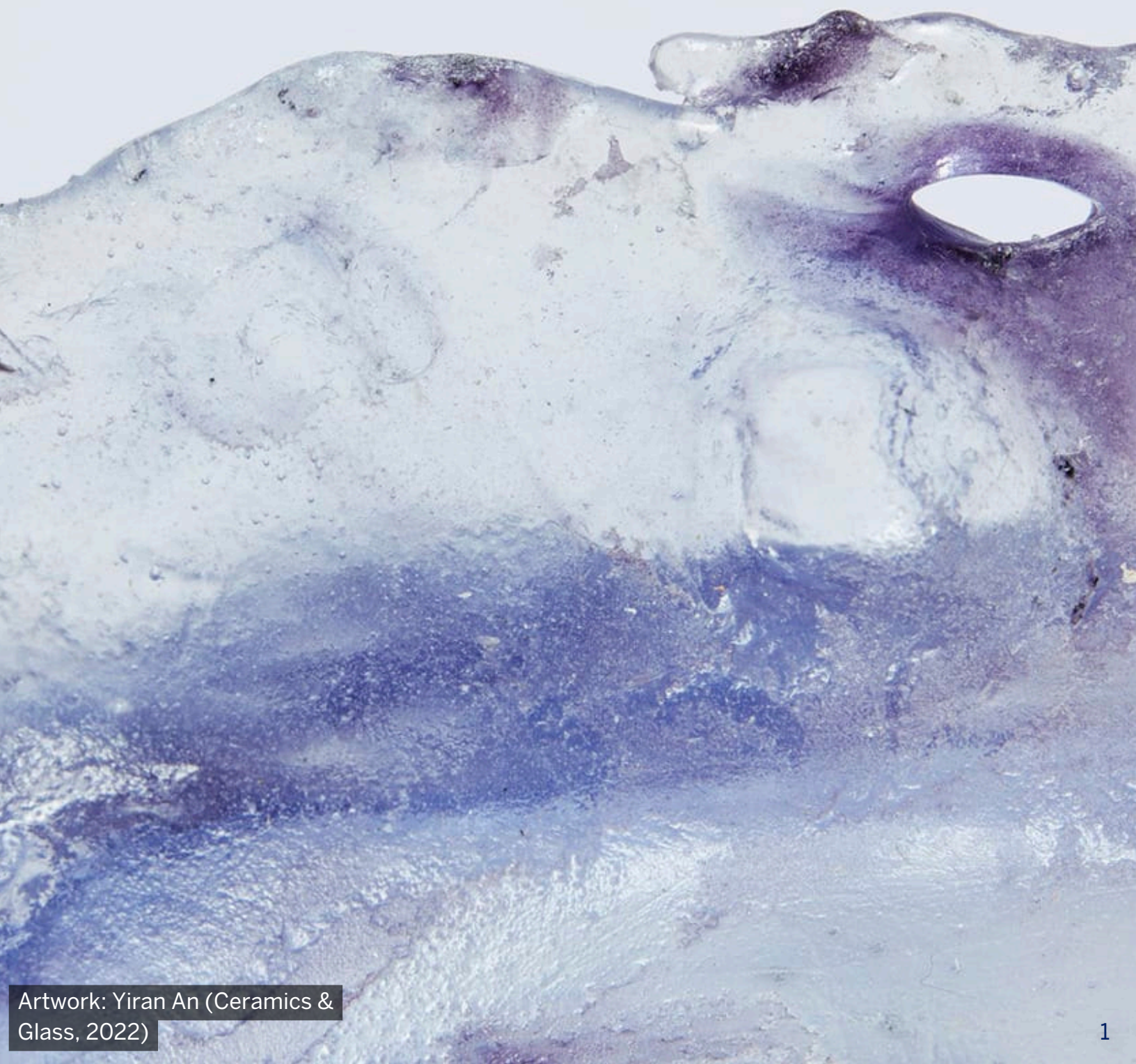


# RCA

# Journals & E-resources Librarian April 2026



Artwork: Yiran An (Ceramics & Glass, 2022)

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Photo: Richard Haughton

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# WELCOME TO THE RCA



Photo: Iwan Baan

Founded in 1837, the Royal College of Art is the world's largest postgraduate-only community of art and design students. It has been ranked number one in the world 12 consecutive years (QS World University Rankings by Subject 2015-2026).

Studying at the RCA is the starting point for UK and global creative leaders. With more than 30,000 RCA alumni all over the world, the College's graduates form a diverse international network of artists, designers, creators and innovators.

Around 2,500 students are spread across four schools – Architecture, Arts & Humanities, Communication and Design - and in the RCA's Research Centres. The College creates an environment that champions exploration, collaboration and interdisciplinary learning - using art and design to reframe the possibilities of the humanities, technology, and ethics; and equipping graduates for new futures and opportunities

Research is at the heart of the RCA's impact. In active discussion with the world, the College brings interdisciplinary researchers and partners together in vital areas such as climate and sustainability, technology and society, and leads the field in practice-based research. As a result, the RCA is ranked as one of the most research-intensive specialist art and design universities in the UK [under the Research Excellence Framework 2014 and 2021].



Photo: Richard Haughton

The RCA champions exploration, collaboration and interdisciplinary learning - using art and design to reframe the possibilities of the humanities, technology, and ethics. We experiment, question and discover, putting research and practice at our heart, to equip students for new futures and opportunities and build on current knowledge.

Current 'real world' practices of our disciplines are fully integrated into our teaching delivery and student learning. The RCA model also consciously uses both the high research active levels of faculty, and the absence of undergraduate provision, to provide concentration and focus, in order to use research to creatively 'disrupt' the learning experience.

# Our People



Photo: Richard Haughton

The strength of the RCA lies in its people: our students, academic community, researchers, technical specialists, professional services teams and our global network of alumni and partners.

The RCA's Chancellor is Sir Jony Ive, one of the world's most influential designers. The Pro-Chancellor and Chair of Council is Sir Peter Bazalgette, and the President & Vice-Chancellor — the College's Chief Executive — is Professor Christoph Lindner, who joined the RCA in 2024.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the College's model of teaching. All faculty are actively engaged in their relevant industries and professional practice beyond academia, and the RCA is the only specialist art and design university where all of our permanent academic staff are also research active and included in the RCA's submissions to the UK Research Excellence Framework.

The RCA has a total academic and research workforce of over 400 people, which includes Associate Lecturers, Visiting Professors and Guest Lecturers who bring 'live industry' experience into the taught curriculum

The RCA also employs a team of over 100 highly skilled technicians, many of whom themselves have postgraduate qualifications and are well established and recognised practitioners in their fields of specialism. Our skilled technical staff and technical resources are integral to delivering an interdisciplinary approach which is a key part of the student experience.



## OUR STRATEGIC DIRECTION: TOWARDS THE RCA AT 200 (2026–2030)

The RCA's new Strategic Plan sets out a transformational five-year phase as we begin our journey towards our bicentenary in 2037. Our ambition is to become the world's most influential art and design community, with a global footprint and a renewed approach to research, education, partnerships and organisational culture.

### By 2030:

- The College will operate across two revitalised central London campuses, including a reimagined Darwin Building at Kensington.
- We will establish research and education hubs outside the UK for the first time.
- We will strengthen our global partnerships, increase access to scholarships and widen participation for students from all backgrounds.
- We will be recognised for leadership in emerging creative technologies, especially AI, and for our contribution to sustainability, regenerative practice and public good.

Our work is underpinned by the RCA's four values — Collaboration, Curiosity, Inclusion and Integrity — and by commitments to long-term resilience, financial sustainability, staff and student wellbeing, and a culture where creativity and innovation thrive.



The College's ambitions will be delivered through three Strategic Pillars:

Strategic Pillar One

Creating and delivering the best art and design education, dialogue and research.

Strategic Pillar Two

Championing a community with outstanding potential who are diverse, inclusive and connected.

Strategic Pillar Three

Convening transformational exchanges of art and design expertise and ideas.

# Our Values



Photo: Shaun James

The RCA community operates in line with four agreed values:

## **Curiosity**

We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.

## **Inclusion**

We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.

## **Collaboration**

We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.

## **Integrity**

We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.



The post holder will be part of a small, integrated Library team, as part of the wider Education and Student Success directorate.

The Library is based at the Kensington campus and provides a pro-active and user-focused service to students and staff across all three campuses.

The Library team comprises 14 members of full and part-time staff and is formed of three strands: Reader Services, Collections & Systems, and Special Collections.

Collaboration across these strands and amongst team members is integral to the Library's success.

The main Library collection consists of books, magazines, journals, pamphlets and zines. Online resources include ebooks, audiobooks, e-journals, and databases. Special Collections holds more than 30 collections of distinctive, rare and unique materials, including the Colour Reference Library, archives, photographic collections, artworks, artists' books, and rare books.

# Purpose of the Post

The Journals & E-Resources Librarian, part of Collections & Systems, is responsible for print journals and e-resources: managing subscriptions, licences, renewals, and budgets.

Collaborating with colleagues across the Library team, the Journals & E-Resources Librarian monitors the usage and cost of resources, and presents statistics to support decision making. They stay informed of developments in academic publishing and technologies, create and revise documentation, and communicate effectively with the team.

This post is campus based. Occasional opportunities to work from home to carry out specific tasks and projects may be granted in agreement with the Collections & Systems Manager and/or the Head of Library Services. The post includes working an evening and Saturday shift on a rota basis.



## Print journals

Manage subscriptions and renewals via EBSCONET and spreadsheets, claiming for missed issues and escalating with our representative. When necessary, acquire journals from a variety of alternative vendors.

Supervise the historical journal collection and evaluate storeroom capacity. In consultation with colleagues in the Reader Services Team, identify titles for deaccession via established routes such as UKRR.

Collaborate with Library Assistants to organise retained titles, maximising space across the Journals Room and storerooms, increasing accessibility and enhancing preservation. Send volumes for binding and order archive boxes.

Collaborate with colleagues in the Collections & Systems Team to ensure that journals are catalogued according to local policies and international standards.

Monitor the usage of journals to inform renewal discussions.

Contribute to the promotion of print journals: curate Library Guides; create posters; update labels and information sheets in the Journals Room and Battersea Library Space.

## E-resources

Manage e-journals and online resources, including academic databases, individual e-journal subscriptions, and subject-specific platforms, recording subscription information in spreadsheets.

Liaise with suppliers to negotiate initial agreements and renewals to ensure value-for-money for the Library; finalise agreements, including via Jisc's Licence Subscriptions Manager; study agreements, for example to ascertain accessibility levels and Alumni/Walk-In access.

Set-up and maintain platform access and authentication, collaborating with the Collections & Systems Manager when necessary; ensure resources are discoverable; track subscriptions via the Ex Libris e-Catalog; troubleshoot access issues and report broken links.



Collate usage data from a variety of platforms, including COUNTER metrics from the Journal Usage Statistics Portal (JUSP).

Act as the main point of contact for Jisc, cascading information to the Library team, in particular the Head of Library Services & Scholarly Communications Librarian, about Jisc developments, consultations and Read and Publish agreements.

Maintain a wishlist of e-resources; investigate potential subscriptions; organise demonstrations and trials.

Contribute to the promotion of e-resources: curate the A-Z resource list and associated Library Guides on the SpringShare platform; liaise with suppliers to coordinate training sessions.

### Budgets & statistics

Manage the print journals and e-resources budgets, accurately recording expenditure and providing regular updates to the Head of Library Services.

Monitor the usage and cost of resources, generating reports in preparation for the biannual renewal meetings to inform forecasting and decision making.

Raise purchase orders (POs) on the finance system, liaising with suppliers and the Finance Team to ensure invoices are paid.

### General

Contribute to the delivery of the Library enquiry service, including support on the Library helpdesk and online chat service.

Routinely review existing library policies and procedures, looking to revise, develop and implement new workflows to improve service efficiency to meet the needs of the College.

Maintain continuous personal and professional development through engagement with current issues in higher education and art librarianship, seeking staff development opportunities and involvement with professional organisations.

Supervise Library Assistants in both general housekeeping activities and specific tasks and projects as directed by the Collections & Systems Manager and/or Head of Library Services.

Integrate equity, diversity, inclusion (EDI) and accessibility into daily operations.

Represent the Library at College and external meetings as required.

Deputise for the Collections & Systems Manager as required.

Undertake any duties consistent with your role as required and in agreement with either the Collections & Systems Manager and/or the Head of Library Services.

Comply with all Royal College of Art policies and procedures.

## Essential

- A professional qualification in library or information science.
- Experience managing print journals in an academic or specialist library.
- Experience managing e-resources in an academic or specialist library.
- Experience managing budgets and monitoring expenditure.
- Experience liaising with suppliers to implement agreements and renewals, and to maintain service levels.
- Experience generating journal and e-resources usage reports, interpreting data and presenting statistics to colleagues.
- An understanding of access and authentication technologies for e-resources.
- Knowledge of recent developments and emerging trends in academic publishing and licensing.
- Excellent organisational, time management and planning skills, with the ability to prioritise as appropriate.
- Evidence of a flexible and collaborative approach to team-working.
- Excellent communication and interpersonal skills.
- Ability to use initiative and work independently.
- Proven commitment to continuing professional development, including the ability to acquire new skills and apply them effectively.

## Desirable

- Experience of cataloguing and international standards.
- An interest and enthusiasm for contemporary art, design and culture.
- Experience of supervising staff.



# Pay & Benefits

## Additional Information:

- Full time salary: Grade 7 £44,693 - £48,269 per annum including London Allowance. Salary will be at 0.6fte.
- 30 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College. Pro rata for part time employees
- A contributory defined benefit pension scheme and interest-free season ticket loan are available alongside many other benefits
- Location: Kensington
- Department: Library Services
- 0.6fte permanent role
- This post is campus based. Occasional opportunities to work from home to carry out specific tasks and projects may be granted in agreement with the Collections & Systems Manager and/or the Head of Library Services. The post includes working an evening and Saturday shift on a rota basis.
- Working hours 9.30am to 5.30pm with an hour each day for lunch.



### Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

### Holiday

30 days paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day on either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

### Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

### Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

### Enhanced paternity pay

Qualifying employees are entitled to six weeks' paternity leave entitlement at full pay.

### Enhanced sick pay

Occupational sick pay after three months' service is three months full pay/three months half pay.

### 24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

### Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

### Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

### Library

All staff are welcome to join the college library.

### Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.



## Equality, diversity and inclusion - Disability and neurodiversity

### Disability Confident

RCA is a Disability Confident Committed employer. You may recognise the logo from our job adverts.

Disability Confident is a government scheme designed to encourage employers to recruit, retain, and develop disabled people. RCA was originally awarded the Disability Confident certificate in October 2022, which broadens and deepens our existing commitment as an employer.

As a Disability Confident Committed employer, we commit to the below core activities:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people



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**12 YEARS** as the world's  
N°1 University for Art & Design

QS World University Rankings by Subject 2015-26

Together, the RCA community can generate change now for a sustainable future everywhere.