

Senior Collection Description Librarian (Band F) Schedule of Duties ISSN Position

Appendix A

Further to the Senior Collection Description (Band F) job description, the following tasks are covered by this role.

Technical functions

- Respond to publisher queries about ISSNs
- Assign ISSNs either in response to publisher requests or as part of the cataloguing process
- Maintain accurate records of ISSNs assigned
- Notify the International ISSN Agency of what has been assigned and any changes made
- Trouble-shoot problems with ISSNs

Capability

- Communicate clearly and persuasively with publishers about ISSNs
- Keep up to date with developments in the international standard, and demonstrate professional judgement in applying the standard to serials cataloguing