



POSITION DESCRIPTION

Library Technician

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The Library Technician is a key support role in our Library. The role supports staff and students to use the Library to its full potential to develop students' a love of learning, research and literature. The Library Technician is also responsible for technical aspects of the day to day running of our library.

The Library Technician is required to work collaboratively with the following people, the Head of Library, Information and Resource teacher, Digital Facilitator, teaching staff, students and parent volunteers.

RESPONSIBILITIES

Resources

- Administers the library system, databases, online resources and ensures library records are up to date.
- Ensures library resources are maintained, processed and covered so they are accessible and available to the school community.
- Cataloguing of library resources, including print, digital and various equipment.
- Assist with acquiring resources to develop collections and keeping the Orders spreadsheet up to date.
- Provide ClickView support by recording ClickView requests, curating the ClickView Library and Playlists.
- Assist in developing Libguides and online resources as requested by Head of Library and Information.
- Contribute to the designing and uploading digital content for the Library Portal/website/digital signage.

Circulation

- Circulation Desk duties including loans, returns, assisting students to find resources/books, reservations of resources.
- Participation in development and implementation of policies regarding circulation and cataloguing of library resources.
- Assist in guiding students in their reading choices and to foster a love of reading by supporting Library events such as Book Week.
- Provide assistance to staff and students with reference/research enquiries, facility/equipment bookings and the Library Portal.
- Provide assistance to students and staff with photocopiers, smartriders, charging devices, printers, scanning, laptops, podcasting, virtual reality, green screens and other technical equipment.
- Check out/in cameras, calculators & other technical equipment to staff and students, troubleshooting technical issues and facilitating maintenance with vendors.

Departmental Duties

- Assist in creating and maintaining a stimulating learning environment which showcases students' learning achievements, highlights resources and creates appealing and informative displays.
- Assist and support volunteers and provide training as required.
- Before/Afterschool and recess/lunch supervision in the Library as per Library Staff Roster.
- Supervision of students who attend the Library for extra private study and other activities during the school day.
- Attend department meetings and support the Head of Library in maintaining a positive and stimulating learning environment.
- Assist in other daily operations as needed.
- Other duties as required by the Principal.



SELECTION CRITERIA

- Able to model and maintain the Catholic and Mercy ethos of the College.
- Qualifications in Library Studies.
- Experience in Library positions.
- High levels of organisation, flexibility and willingness to adapt to an evolving role.
- Demonstrated proficiency in the use of databases and library management systems.
- Highly developed ICT skills.
- Exemplary interpersonal and communication skills.
- A passion and knowledge of literature.
- Skill in locating and evaluating useful resources for staff and students.
- Demonstrate capacity for self-directed work and for taking initiative.
- Service focused disposition. Efficient and effective assistance to staff and students as needed.

TERMS OF APPOINTMENT

Full-time/Part-time:	Full-time during term time
Days worked:	5 Days per week (41 working weeks commencing on the Monday of the week teachers commence in Term 1 and finishing on the Friday of the week teachers finish Term 4 annually and including one additional week during the October school holidays, plus 5.2 weeks annual leave)
Hours per week:	37.5 hours a week during term time. Rostered on 8 hour shifts (including 30 minute unpaid lunch break) with other team members to cover Library opening hours of Monday to Thursday 7:45am – 5:00pm and Friday 7:45am – 3:45pm) or as required.
Award:	Independent Schools' Administrative and Technical Officers' Award
Salary Level:	In the range of ATO Level 3 Step 1 to ATO Level 4 Step 6
Annual Leave:	4 weeks annual leave plus 1.2 paid weeks for public holidays that fall during the school holidays. Salary to be annualized over the year.
Special Conditions:	N/A
Direct Report:	Head of Library and Information
Last Updated:	November 2020