



POSITION DESCRIPTION

Position Description: Library Assistant

Status: Part-time, Term time
Job Share Mon/Tues

Reports to: Business Manager

Date: July 2021

Classification: School Officer Level 3

Purpose of Position: Under the general supervision of the Business Manager, provide support services which facilitate organisation and coordination of the Library as a learning and information centre.

Key Characteristics:

Skills:

- Communicates effectively with staff and students in a way that upholds the dignity of the individual and contributes to the Mission of the College
- Demonstrates a capacity for self-organisation and an ability to respond and adapt while operating in an environment which is often demanding and busy
- Achieve outcomes within specified timeline
- Demonstrate a helpful, pleasant and empathetic manner even in difficult situations
- Demonstrates tolerance and patience, a capacity for tact and discretion along with the ability to maintain confidentiality

Supervision:

Work will be carried out under general supervision of the Business Manager

Supervision of Others:

- Peer assistance may be provided to others
- Supervision of Student Library Volunteers may be required

Qualifications:

Minimum qualification is a Certificate III in Library and Information Services, or experience that is deemed by the employer as necessary to successfully carry out the duties of the position.

Typical Duties:

Typical duties performed include, but are not restricted to:

- Provide administrative and technical support for the acquisition, organisation, circulation and maintenance of resources in accordance with College procedures
- Maintain the circulation systems where some discretion and judgement are involved
- Provide support for the teaching and learning programs in the Library
- Use listening skills and knowledge of Library operations to anticipate the needs of students and staff and arrange for these to be fulfilled

Specific Duties:

- Maintain library records and circulation systems
- Copy catalogue and original catalogue new library resources including textbooks and class sets of texts
- Enter data into computerised systems ie DAVE
- Accurately return resources to the shelf
- Assist to the resolution of enquires relating to Clickview
- Maintain basic knowledge of Copyright requirements, ensuring copyright license agreements are adhered to
- Source new resources in accordance with College Purchasing Policy
- Undertake clerical duties eg typing, photocopying, binding
- Use Microsoft Office products to design and produce documents which present information including graphics, graphs, tables in a professional manner
- Respond in a timely and professional manner to counter, phone, and email enquiries
- Process new periodicals, maintain periodical register and existing periodical collection
- Assist with loan and reference queries and arrange loans with other libraries
- Check records to compile lists of overdue items and issue overdue notices to borrowers
- Follow-up outstanding loans of students exiting the College and liaise with the Accounts Receivable officer for invoicing of resources not returned
- Prepare displays of student work and resources and to promote special occasions
- Cover, bind and repair library material in a timely manner
- Assist students and Teachers to locate research material and information they need, in print and online
- Support student learning by assisting students individually or in small groups, under the direction of the Teacher
- Supervise student activities in the Library under the limited supervision of the College Leadership Team
- Maintain audio visual equipment and technology that is distributed from the Library and demonstrate the use of equipment as required
- Withdraw and decommission resources as directed by the College Leadership Team
- Complete a regular stocktake of library resources, teacher reference, textbook resources and library equipment
- Ensure that the physical environment of the library is organised, safe, clean and appropriately maintained

Other:

- Be supportive of the Catholic ethos of the school.
- contribute actively to the development and implementation of College policies and procedures
- contribute to a safe and healthy working environment consistent with the College's Mission Statement and *Work Health and Safety* requirements
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all College policies and procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.