

POSITION DESCRIPTION

POSITION: Information Services & Resource Employees **STATUS:** Library Assistant
PERMANENT Full Time – Term Time

REPORTS TO: Library Manager **DATE:**

CLASSIFICATION: SO Level 4

EMPLOYEE NAME:

Purpose of Position:

Under limited supervision of Principal or nominee, provide support services which facilitate organisation and coordination of the library as a learning centre.

Key Characteristics

Skills:

- Demonstrate tolerance, maturity, patience and a capacity for self-organisation and the ability to respond and adapt whilst operating in an environment, which is often demanding and busy.
- Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education.
- Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality.
- Demonstrate discretion and judgement for self and others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.
- Apply knowledge with depth in some areas and a broad range of skills.
- There is a wide variety of tasks and roles in a variety of contexts.
- There is complexity in the range and choice of actions required.
- Competencies are normally used within a variety of routines, methods and procedures.

Supervision:

- Work will be carried out under general supervision.
- Work may be checked in relation to overall progress.
- Progress and outcomes sought are under general guidance.
- May involve a level of autonomy when working in teams.

Supervision of others:

- Peer assistance may be provided to others.
- Responsibility for the work and organisation of others in limited areas.
- Team co-ordination may be required.

Qualifications:

- Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required.

Typical Duties:

Typical duties performed include, but are not limited to:

- Practice confidentiality in relation to all aspects of the role.
- Search and verify bibliographic data where some discretion and judgement are involved.
- Copy catalogue books, magazines, journals and recorded material where some discretion and judgement are involved.
- Maintain circulation systems where some discretion and judgement are involved.
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.
- Responsibility for and/or training of subordinate staff in limited areas may be required.
- Within a variety of routines and procedures and with a depth of knowledge in some areas, demonstrate complex audio visual or computer equipment to staff and students; or monitor performance of specialised equipment.

Specific Duties:

Specific Library Duties

- *Perform all duties with respect and courtesy to students, staff, parents and visitors.*
- *Search and verify bibliographic data where some discretion and judgement is involved using OLIVER and SCIS download functions.*
- *Add local information to OLIVER detail where required after SCIS download or for imported ebooks and audiobooks.*
- *Perform circulation duties using OLIVER including maintaining borrower files, loans, returns and associated shelving, shelf-checking, etc.*
- *Process and copy catalogue textbooks and class sets.*
- *Process and copy catalogue other resource items including books, magazines, journals, recorded material, Teacher Reference items, DVDs, equipment, ebooks and audiobooks.*
- *Assist patrons in general library enquiries using the full range of library resources available. Refer advanced enquiries to the Librarians.*
- *Assist in the maintenance and monitoring of established software systems in the Library, which may include OLIVER, BookIt, Card Exchange and digital textbook platforms. This may include the update of software related to these systems under the guidance of the Librarians or IT staff.*
- *Assist in the physical maintenance of the library collections, including print, AV, digital and archive processes. Process and conduct repairs of library materials; weed collections and conduct stocktakes in line with established procedures and under the guidance of the Librarians.*
- *Monitor, maintain and organise the creation and presentation of displays, signage and library promotions.*
- *Monitor, maintain, organise and store newspapers and periodicals.*
- *Collate resource lists and gather resources for class/bulk loans, maintain records of bulk loans, log returns and alert teachers to losses from bulk loans.*
- *Follow procedures to open and close the library (securing the library and facilities), and to maintain the order and neatness of the library.*

- Assist with the maintenance and inventory of general equipment and materials in the library, which may include cleaning and ordering of parts or stock when needed. eg. Coffee Machine, stationery, display and processing materials.
- Assist in the supervision and behaviour management of students in the library, under limited to no guidance at times, which may involve the recording of student attendance and use of the Responsible Thinking Process (RTP), where appropriate.
- Collect mail and other deliveries.
- Monitor photocopiers including some troubleshooting and maintaining paper supply.
- Assist staff and students with photocopying use and issues.
- Participate in beginning and end of year tasks in line with established procedures.
- Process overdue notices for students and staff using OLIVER functions and perform resource recovery duties including liaising with Finance and IT staff.
- Create reports using OLIVER and create and maintain spreadsheet records for the charging of costs for lost and/or damaged books, under limited supervision.
- Processing and handling parental contact, which may include complaints, regarding overdue or damaged resources or other library related issues, when necessary.
- Maintain and monitor Clickview ; including the processing of video requests, the importation and editing of videos, under limited supervision.
- Demonstrate to staff and students the use of complex audio-visual equipment or resources, when required, including Clickview, cameras, tripods, iPads, speakers and other equipment or devices.
- Monitor the performance of, troubleshoot and carry out computer updates to specialised equipment or devices, within reason, and in consultation with the Librarians and/or IT staff.
- Assist in the maintenance of the Archive Collection, which may include the sorting, recording and scanning of physical items, photographs and documents.
- Assist in the cataloguing and management of the Archive Collection in OLIVER.
- Assist in the use, maintenance and supervision of Makerspace and other student activities as part of the Library Action Plan.
- Perform other duties from time to time as directed by the Library Manager or supervisor.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date