

POSITION DESCRIPTION

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

REPORTS TO: Library Manager **DATE:**

CLASSIFICATION: SO Level 3 **SCHOOL/COLLEGE:** EMMAUS COLLEGE

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
Apply knowledge with depth in some areas & a broad range of skills
Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints
There is a range of roles and tasks in a variety of contexts
There is some complexity in the extent and choice of actions required
Work within routines, methods and procedures

Supervision: Work will be carried out under limited supervision and may be checked in relation to overall progress
Broad guidance will be provided
May involve a level of autonomy when working in teams

Supervision of Others:

Peer assistance may be provided to others
An employee may have limited responsibility for the guidance of the work of others
Team coordination 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:

- Practise confidentiality in relation to all aspects of the role
- Search and verify bibliographical 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
- Assist in the demonstration of complex audio visual or computer equipment under supervision of academic staff member(s) where some discretion and judgement are involved

Specific Duties:

- Perform all duties with respect and courtesy to students, staff, parents and visitors.
- Copy catalogue, verify data and process new items using SCIS and other sources.
- Perform circulation duties including maintaining borrower files, loans, returns, shelving, shelf-checking, etc.
- Assist patrons in library enquires related to reference, research and recreation questions using the full range of library resources available.
- Assist in the maintenance of the library collections including print, AV, digital and archive. Process and conduct repairs of library materials; weed collections in line with established procedures and under the guidance of the Librarians.
- Maintain and monitor established systems in the Library such as the booking of facilities and equipment and the printing of ID cards with some discretion and judgement where required.
- Assist the Librarians in the creation and presentation of displays and library promotions.
- Assist other library staff in the processing of overdue notices and the collection of overdue resources, this may include the receipt or charges of moneys for lost and destroyed books under limited supervision.
- Assist staff and students in the use of AV equipment including cameras, tripods, speakers and other electrical equipment.
- Monitor, maintain, organise and store newspapers and periodicals.
- Collect resources for particular purposes as directed by the library manager.
- Gather resources for class/bulk loans under direction; 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 in the management of students in the library, under limited supervision.
- Maintain records of study students' attendance.
- Process mail and other deliveries.
- Assist with photocopying and photocopier supervision.
- Participate in end and beginning of year processing tasks, under supervision.
- Perform other duties from time to time as directed by the library manager.

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

Employee Name (Please Print)

Signature

Date

