<table>
<thead>
<tr>
<th>Position Title</th>
<th>Library Technician</th>
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<tbody>
<tr>
<td>Position Level</td>
<td>School Officer Level 5</td>
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<tr>
<td>Department</td>
<td>Library</td>
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<tr>
<td>Reports to</td>
<td>Leader of Learning – Library Services</td>
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<tr>
<td>Supervisory Responsibility</td>
<td>Supervision of students may be required</td>
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<tr>
<td>Employment type</td>
<td>Permanent Part Time – 35 hours per week</td>
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<td>Role Description review date</td>
<td>October 2019</td>
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**ROLE PURPOSE:**

The Library Technician is a member of a Library team and works under the direction of the Leader of Learning – Library Services. The Library Technician provides a safe, comfortable, and inviting learning environment that:

- enhances digital and information literacy;
- resources the curriculum;
- supports students to become critical, creative and collaborative thinkers, and ultimately independent learners who can locate, evaluate and use information efficiently and effectively.

**ROLE ACCOUNTABILITY**

The Library Technician will provide quality friendly service to students and staff and is responsible for:

**Library Operations**

- issuing and returning loans and managing reservations for students including overdue notices;
- overseeing on-line bookings of library areas, computer rooms and library resources;
- undertaking shelving and shelf checking;
- laminating and photocopying as required;
- renewing subscriptions and memberships, Web 2.0 and academic database subscriptions;
- maintaining purchasing and expenditure records and processing invoices and payments through the Acquisitions module of the library database;
- responding to student and parent inquiries regarding book hire and library services;
- liaising with suppliers;
- assisting students with research enquiries;
- assisting with the general supervision of students in the library and maintaining a library environment that is conducive to effective teaching and learning;
- assisting in the coordination of the Book Fair, Reader’s Cup and book prize allocation;
- creating library displays as required;
- ensuring the library is well maintained and tidy at all times;
- undertaking other administrative duties as required from time to time.

**Cataloguing and Collection Management**

- cataloguing a wide variety of print, audio and video resources for use within the School;
- sourcing and purchasing library and AV textbook resources as requested by the Leader of Learning – Library Services, Leaders of Learning or senior administration;
- processing new library and book hire resources including data entry, cataloguing, stamping, security stripping and covering;
- repairing damaged and worn library resources;
- assisting with regular stocktaking and culling processes;
utilising the library management software (Oliver) for cataloguing, reporting, data analysis and maintenance;

exercising judgment, in conjunction with the Leader of Learning – Library Services, regarding adaptations to the cataloguing system in order to meet school needs;

creating resource boxes and other complex resource management processes;

preparing resources for cataloguing including downloading SCIS records for print materials as well as barcoding and labeling all resources and equipment.

**Book hire**
- assisting with the packing and issuing of textbooks as part of the Bookhire scheme;
- preparing and distributing follow-up overdue notices to the students’ families and using discretion and judgment when liaising between the School, student and family with regards to recovering lost resources;
- ensuring that students return hired books at the end of each academic year;
- organising billing for lost and damaged items under the direction of the Leader of Learning – Library Services.

**Technology Management and Audio Visual Resources**
- utilizing technologies including the online booking system, printers, web 2.0 subscriptions, academic databases, ebook and audiobook platforms;
- issuing and discharging AV equipment loans including monitoring the demand for particular items;
- maintaining AV equipment;
- assisting staff and students with the use of AV equipment such as digital and video cameras, CD players, stands and screens.

**DESIREEABLE QUALIFICATIONS AND SKILLS:**
- Formal qualifications in the Diploma of Library and Information Services;
- Professional membership of The Australian Library and Information Association (ALIA) or ALIATec;
- Experience in cataloguing a wide range of resources and equipment;
- Understanding of established cataloguing practices and procedures;
- Experience with financial management, budgets and record keeping;
- Experience with digital databases or Learning Management Software;
- Experience working in a high school or university library;
- Ability to liaise with teaching staff, students, library staff and senior administration;