



# *Pymble Ladies' College*

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## **POSITION DESCRIPTION**

**Title:** Library Technician

**Reports to:** Head of Information and Library Services

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## **POSITION SUMMARY**

The Library Technician reports to the Head of Information and Library Services for all aspects of the position. The Library Technician role is to facilitate the efficient and timely delivery of technical aspects of Library operations as they relate to the organisation, maintenance and delivery of Library materials and Library services.

## **KEY RESPONSIBILITIES**

### **1. Collection of Library materials**

- 1.1 Shelve, organise and shelf read Library material.
- 1.2 Identify materials that require maintenance, replacement or need to be discarded.
- 1.3 Monitor the return of Library materials for damage and respond appropriately.
- 1.4 Keep abreast of reading trends and recommend new purchases.
- 1.5 Ensure that all tasks relative to cataloguing processes are completed in a timely manner.
- 1.6 Support library advocacy through the creation of engaging displays and online resources.
- 1.7 Responsibility for the general presentation of the library.

### **2. Support staff and students to access Library materials**

- 2.1 Prepare new Library resources for circulation.
- 2.2 Process resources received for circulation.
- 2.3 Ensure that all tasks relative to cataloguing processes are completed in a timely manner.

- 2.4 Circulate Library materials to staff and students.
- 2.5 Support staff and students with the resources via the online catalogue and online resources.
- 2.6 Process reservations for staff and students.
- 2.7 Perform circulation desk duties as required.
- 2.8 Supervise a group of students if required.
- 2.9 Foster positive student and staff relationships that reflect an appropriate level of duty of care for all library uses.

### **3. Administrative tasks and functions**

- 3.1 Co-ordinate displays and promotional material.
- 3.2 Perform a variety of library administrative tasks and support functions.
- 3.3 Attend to routine tasks and functions and demonstrate the ability to be flexible in the arrangement of these daily duties as allocated by the Head of Information and Library Services.
- 3.4 Co-ordinate the library monitors activities and displays.
- 3.5 Attend Library and associated College meetings.

### **4. Communication**

- 4.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

### **5. Risk and Compliance**

- 5.1 Report directly to the Principal on any matters relating to child protection.
- 5.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

### **6. Professional Learning**

- 6.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

### **7. Other duties may be required from time to time**

## **POSITION REQUIREMENTS / CAPABILITIES**

- Willingness to support the ethos and values of the College.
- Hold qualifications in an appropriate discipline or relevant industry.
- Demonstrate knowledge of Library practice as it relates to the provision of services and resources in the Library.
- Experience in a Library environment and the ability to perform duties accordingly.
- Experience in the provision of the technical aspects of a support role within the Library.
- Work productively and collaboratively as a part of the Library team and demonstrate the ability to work independently.
- Effective communication and interpersonal skills to develop and sustain quality working relationships.
- Demonstrated competency with Information Technology.
- Understanding of and experience in compliance to WHS principles and legislation in the context of a school and Library services.
- Experience in graphic design highly regarded.