STATEMENT OF DUTIES

Library Technician

CLASSIFICATION Grade 1

ORGANISATIONAL UNIT Library

LOCATION Various

PRIMARY PURPOSE OF POSITION

Provide paraprofessional library services in a customer-focused library and information service that supports the educational goals of the Institute. These duties are performed individually or co-operatively as part of a team or as a leader of a small non-hierarchical team.

KEY ACCOUNTABILITIES

- Assist in the delivery, promotion and improvement of library and information services, working individually or co-operatively as a member of a team or as a leader of a small non-hierarchical team to provide a reliable, professional library and information service.
- Operate circulation systems and perform associated circulation duties, which may include inter-library loans, to ensure students and staff have access to the resources they need.
- Perform simple bibliographic checking, order preparation and accessioning of library resource materials to develop and provide a quality library collection and undertake basic cataloguing and classification to ensure resources are accurately recorded and maintained in the statewide database.
- Answer simple reference inquiries and provide basic catalogue instruction to assist all customers to access the information they require and provide basic training to customers, including conducting library tours and demonstrating the use of equipment, to promote the services and facilities of the library.
- Participate in the implementation of current and emerging technologies such as eResources to support the provision of a quality library service to a range of customers.
- Assist in marketing college library resources, facilities and services by creating displays and promotional material, and other promotional programmes to ensure all customers are aware of the essential educational products and services to support their learning.
- Participate in collection maintenance tasks, including the maintenance and repair of library materials, shelf tidying, re-shelving, statistics and stocktake of library materials to maintain a quality library collection.
Participate in maintenance, evaluation and improvement of library equipment to maintain the quality of operational resources and facilities.

Maintain supplies of library consumables, including ordering, receiving and stocktaking items to ensure smooth operation of library services.

Assist in the development and demonstration of library operating procedures to facilitate a skilled, quality library team.

Undertake other duties relevant to the position as required.

Apply the principles of the current ‘common selection criteria’ in the conduct of the position’s duties.

SELECTION CRITERIA

Diploma in Library and Information Services or equivalent.

Demonstrated commitment to and ability to provide frontline customer-focused library and information services.

Ability to perform operational and collection maintenance tasks related to library and information services and systems.

Ability to assist library customers to access a range of electronic information sources including the Internet.

Well developed computer software skills, including the use of library management systems.

Demonstrated good communication and problem solving skills.

Ability to use initiative, work independently and as an effective team member.