



MARIST COLLEGE ASHGROVE

POSITION DESCRIPTION: Library Technician – Research Librarian

REPORTS TO:	The College Business Manager and works under the general supervision of the Head of Digital Literacy and Information Services.
CLASSIFICATION:	School Officer Level 5
HOURS:	5 days, term time Some 7.30am starts and 8.00 pm closes may be required
POSITION PURPOSE:	The purpose of the role of the Library Technician is to be dedicated to enhancing student learning through the resource provision and support of an information-rich learning environment within the College's Library for the staff and students.
OTHER INFORMATION:	<p>All employees of Marist College Ashgrove are required to:</p> <ul style="list-style-type: none">• Maintain a degree of flexibility in working hours from time to time as required for the position• Demonstrate support for the College's philosophy, policies and procedures, core values and commitment to the Catholic ethos.• Undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Principal or their representative.
QUALIFICATIONS:	Tertiary qualifications at a Diploma level or equivalent in library and information services, recognised by the Australian Library and Information Association (ALIA) may be required by the employer or knowledge, qualifications and experience that are determined by the employer as necessary to successfully carry out the duties of the position.
KEY CHARACTERISTICS:	<p>The Library Technician assists the Head of Digital Literacy and Information Services to organise and develop library, print and digital resources to support the Curriculum. A commitment is required to ongoing professional development by actively participating in professional communities through meetings, workshops and professional reading to provide current and relevant library services would be required.</p> <p>The employee in this position is required to demonstrate competency involving the self-directed application of knowledge with substantial depth in some areas. A range of technical and other skills are applied to roles and functions in both varied and highly specific contexts. Competencies are normally used independently and both routinely and non-routinely. Discretion and judgement are required in planning and selecting appropriate resources, service techniques, and work organisation for self and others.</p>

Work is performed under general supervision and/or broad guidance depending on function. Responsibility for the planning and management of the work of others may be involved.

KEY RESULT AREAS:

The Library Technician position focuses on the development, preparation and organisation of information to meet the needs of the College Community and is primarily responsible for the following duties:

- Working knowledge of library management principles and standards, AACR2, DDC22, RDA and SCIS.
- Manage and develop under the direction of the Head of Digital Literacy and Information Services the Library website – LIBGUIDES.
- Acquire resources through the searching of online databases and other sources for assignment support and academic reading.
- Support across the curriculum through the creation, testing and archiving of specific Assignment Help webpages.
- Provide a competent degree of computer technical support to resolve issues in the Resource Centre.
- Ensure that the digital environment is maintained through collaboration with the Head of Digital Literacy and Information Services and KLA Heads on relevant matters through the maintenance of the online collection.
- Provide library services to the College including the supervision of students outside of timetabled lessons and the extended opening hours in the evening.
- Knowledge of print and digital copyright regulations and the Referencing and Bibliographic requirements of APA

SKILLS and ABILITIES:

The following skills and abilities are required:

- Library skills at an advanced level; Tertiary qualifications at a Diploma level or equivalent in library and information services.
- Navigation on digital platforms, data entry and word processing skills at a high level
- Administrative and clerical skills at a high level
- The role holder will also supervise other library staff in the absence of the Head of Digital Learning and Information Services Manager.

KNOWLEDGE:

Knowledge of the following is required:

- Library management principles and standards, AACR2, DDC22, RDA and SCIS.
- Thorough knowledge of Library digital environments including Libguides.
- Inquiry Research Strategies and advanced research skills using databases
- Copyright regulations
- Referencing and Bibliographic requirements of APA

SPECIFIC DUTIES:

Specific duties performed include, but are not limited to:

Curriculum Support

- Search, select (collaboratively) and upload resources to support current teaching and learning program
- Contribute to the library OneNote collaborative workflow pages
- Create specific assignment webpages and search online databases and other sources for assignment support and Academic Reading Program

LIBGUIDES – Library Website Program

- Maintain the library website, overseeing the auditing process
- Ensuring relevant databases are maintained for the clientele.
- Create and archive assignment webpages
- Maintain a thorough knowledge of Libguides and communicate innovative developments to the Head of Digital Literacy and Information Services

EBook Platform

- Manage the lending and statistics for the Wheelers eBook program
- Ensure eBooks are catalogued in the Oliver LMS.

Library Services

- Provide library services to the College including the supervision of students outside of timetabled lessons
- Ensure that the physical environment of the Resource Centre is maintained
- Search and verify bibliographical data where some discretion and judgement are involved
- Operate computer software for *BookIt and Print Accounts (including boarder top-ups in Semester 2)*
- Undertake clerical duties
- Promote to the school community via the Library website – the use and features of Oliver Library Management system and Wheelers eBook platform.
- Respond to reference and general questions by staff and students.
- Staff the Circulation Desk as required and actively supervise students during times outside of timetabled lessons and in the evenings (when required).

College Administration

- Report matters relating to child protection directly and immediately to the Principal
- Ensure communication records are maintained and provided to other staff as required
- Communicate effectively with all teaching staff, parents, students and all other staff
- Follow safe working procedures developed for the College
- Obtain and keep up-to-date a current “Blue card” from the Commissioner for Children and Young People and Child Guardian.