POSITION DESCRIPTION: Library Technician – Audio Visual

REPORTS TO: The College Business Manager and works under the general supervision of the Head of Digital Learning and Information Services.

CLASSIFICATION: School Officer Level 5

HOURS: 38 hours/week, 5 days, term time
Some 7.30am starts and 4.30 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:
All employees of Marist College Ashgrove are required to:
• 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; and
• 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:
The Library Technician assists the Head of Digital Learning and Information Services to organise and control library, audio visual and information systems, as well as the 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.

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 equipment, service techniques, and work organisation for self and others.
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 acquisition, preparation and organisation of information to meet the needs of the College Community and is primarily responsible for the following duties:

- Management of the College’s video delivery system – ClickView.
- Management of the Wheeler’s eBook platform.
- Create webpages and manage under the direction of the Head of Digital Literacy and Information Services the Library website – LIBGUIDES.
- Order, catalogue and process AV resources for the teaching and learning programs of the College
- Management of the Library Management system OLIVER and liaising with the system provider – Softlink.
- Ensure that the digital environment is maintained through collaboration with the Head of Digital Learning and Information Services and Curriculum Leaders on relevant matters of AV collection development and budgeting.

**SKILLS and ABILITIES:**

The following skills and abilities are required:

- Advanced Audio-Visual skills;
- High level library transaction skills;
- Navigation on digital platforms, data entry and word processing skills at a high level; and
- High level administrative and clerical skills.

**KNOWLEDGE:**

Knowledge of the following is required:

- Library management principles and standards, AACR2, DDC22, RDA and SCIS;
- Thorough knowledge of Library digital environments including ClickView, OLIVER and Libguides;
- Advanced Audio-Visual knowledge;
- Copyright regulations; and
- Referencing and Bibliographic requirements of APA.
SPECIFIC RESPONSIBILITIES: 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; and
- Create specific assignment webpages and search online databases and other sources for assignment support.

OLIVER MANAGEMENT SYSTEM

- Oversee and support the Library staff in the operations of Oliver V5;
- Guide staff in general circulation procedures within the Circulation Desk application;
- Oversee the implementation of annual stocktake of selected Collections and publish reports on missing items;
- Classify resources in original cataloguing and upload catalogue records from the online SCIS database;
- Liaise with Softlink when errors or queries occur and perform Oliver housekeeping when necessary;
- Generate reports on circulation, collections, stocktake, statistics etc. as requested;
- Set appropriate loan periods in Oliver;
- Upload student information from TASS into Oliver;
- Maintain circulation systems where some discretion and judgement are involved;
- Perform general day-to-day operations of Oliver including stocktake; and
- Raise purchase requisitions through Oliver as required

CLICKVIEW VIDEO DELIVERY SYSTEM

- Upload programs into the ClickView system;
- Catalogue all ClickView programs into the Oliver cataloguing system;
- Record educational programs from television broadcasts;
- Format shifting of off-air recordings into digital ClickView management system;
- Liaise with staff and anticipate staff demand for the taping of off-air broadcasts; and
- Upload student information from TASS into ClickView.

EBOOK PLATFORM

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

AUDIO VISUAL SERVICES

- Responsibility for and/or training of subordinate staff in AV usage in limited areas may be required;
- Order and process AV equipment for Senior and Junior school where necessary;
• Maintain accurate cataloguing of educational digital titles and equipment;
• Within a variety of routines and procedures and with a depth of knowledge in some areas: demonstrate to staff and students the use of complex audio visual or computer equipment;
• Monitor performance of and carry out repairs to specialised equipment;
• Organise equipment for Yr 12 retreat, VET trade show etc;
• Weed old equipment; and
• Ensure that the circulation of AV Resources is efficient and effective.

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;
• Copy catalogue and when necessary originally catalogue books, magazines, journals and recorded material 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, as appropriate;
• Promote to the school community via the Library website – the use and features of Oliver Library Management system, ClickView and Wheelers eBook platform;
• Respond to reference and general questions by staff and students; and
• Staff the Circulation Desk as required and actively supervise students during break times.

COLLEGE ADMINISTRATION

• Ensure communication records are maintained and provided to other staff as required;
• Communicate effectively with all teaching staff, parents, students and all other staff; and
• Follow safe working procedures developed for the College.