



LIBRARY TECHNICIAN – ROLE DESCRIPTION

Reports to the Library Coordinator

Position:

The role of the Library Technician is to provide assistance and support for the Library Coordinator in all aspects of acquiring, organising and maintaining a diverse collection of resources. This includes monitoring equipment sited in the Library, Office and Teacher Resource rooms. Interaction with staff and students is a major component of this role.

Personal Attributes:

The Library Technician will have the following experience and skills:

- The ability and desire to integrate a distinctively Biblical worldview into the curriculum and pedagogy of the Faculty
- IT competent and experience
- Strong organisational skills
- Effective interpersonal and communication skills
- Demonstrated understanding of the needs of students in the learning area
- Demonstrated usage and commitment to e-learning technologies
- Willingness to develop personal knowledge of learning styles and theories

POSITION RESPONSIBILITIES:

- Maintaining VCE Study Period Attendance and liaising with Year Level Coordinators as appropriate
- Cataloguing and processing
- Circulation desk duty
- Managing the Library Catalogue and supporting its use by students where required
- Circulation of equipment
- Assistance to students with basic research methods, including use of online databases
- Induction of new students where required
- Assistance to students with iPads and laptops and directing to technician where required
- Shelving library stock
- Processing – particularly barcoding, stamping, spine labelling and covering
- Assistance with photocopying and printing
- Maintaining the overdue system
- Repair damaged books
- Liaising with teaching staff to identify needs and to assist with topic selection
- Assisting teaching staff with location and relevance of resources
- Supporting the Library Coordinator with appropriate supervision of students using the library
- Monitor the Staff Borrowing Record Book (hard copy and online) and update the database accordingly

- Assistance with stocktaking resources in the library
- Assistance with stock maintenance including culling and purchasing
- Meet regularly with Library Coordinator
- Other duties as determined by the Library Coordinator
- Support and promotion of the School's policies and practices for Occupational Health and Safety and Child Safe Standards