



Library Technician

The Library Technician reports to the Office Manager through the Library and Information Services Coordinator. The Library and Information Services Coordinator supports the Library Technician to fulfil the delegated accountabilities of the role.

Child Protection legislation requires that any person in a position classified as child-related employment must meet the requirements of the Working with Children Check. This appointment may be reviewed if information relating to any child-related offence is revealed.

1. ROLE PURPOSE

The Library Technician works as a member of the St Pius X College Library and Information Services team. The role will support the staff and students of St Pius X College in the full utilisation of library services, resources, and facilities, including reading and information services, technical support and promotional activities.

This role works with the Library and Information Services Coordinator and other library staff to deliver services and resources in a timely, accurate and friendly manner.

2. MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES

2.1 College Community

- 2.1.1 Understands and actively supports the Catholic ethos of the College
- 2.1.2 Contribute to the building of a positive, friendly, and welcoming environment in the Senior Library
- 2.1.3 Collaborate and work effectively as a team member within the Library Team
- 2.1.4 Provide prompt and professional service within the Senior Library
- 2.1.5 Assist in the development of collaborative partnerships and effective communication links within the College community

2.2 General Duties

- 2.2.1 Support the Teacher Librarians in the supervision of students within the Senior Library
- 2.2.2 Undertake day-to-day opening and/or closing routines
- 2.2.3 Provide day-to-day technology support including use of photocopier
- 2.2.4 Staff the Help Desk as rostered
- 2.2.5 Assist with organising displays, news updates, competitions, event promotions, information sheets and other incentives
- 2.2.6 Assist with shelving, book displays and general library duties within both the Senior and Junior Library
- 2.2.7 Ensure that the physical environment of the library is maintained to a satisfactory level throughout the day to encourage the effective use of the resources
- 2.2.8 Perform other duties as assigned by the Library and Information Services Coordinator

2.3 Reading and Information Services

- 2.3.1 Assist with running reading groups, event and competitions
- 2.3.2 Read widely and promote library resources
- 2.3.3 Assist with creating displays to both appeal to and inform readers
- 2.3.4 Assist staff and students in accessing relevant resources to support the curriculum and

wider interests

2.4 Technical Services

- 2.4.1 Assist in the accessioning of resources in both the Senior and Junior Library
- 2.4.2 Contribute to the provision of library website (Libguides) including maintaining, updating and content curation of information resources for library online presence
- 2.4.3 Assist in stocktake, evaluation, weeding and inventory procedures
- 2.4.4 Use and maintenance of Destiny, circulation terminal
- 2.4.5 Borrower maintenance in Destiny
- 2.4.6 Routine basic maintenance of photocopiers, printers and staplers

2.5 Teaching and Learning Support

- 2.5.1 Assist with delivery of the Premier's Reading Challenge
- 2.5.2 Maintain a strong knowledge of print and online resources
- 2.5.3 Assist in creating LibGuides links for resources
- 2.5.4 Have a keen interest in current affairs and design to support student learning with eye-catching and informative displays

2.6 Resource Management

- 2.6.1 Assist with processing and cataloguing Library and departmental resources
- 2.6.2 Assist with the management of the Clickview Library
- 2.6.3 Assist with the collection of periodicals and newspapers
- 2.6.4 Assist with orders and invoices

2.7 Other

- 2.7.1 Maintain an up-to-date working knowledge of Australian copyright legislation as applicable to schools
- 2.7.2 Maintain cleanliness of the library, its furniture and shelving
- 2.7.3 Manage library bookings

Other duties as assigned from time to time by the Principal

Reviewed: November 2023