Trinity Grammar School, Kew
Position Description - Library Technician
(Junior School)

Reports to
Junior School Teacher Librarian – day-to-day
Head of Junior School

Purpose of the work of Library Technician

The Junior School Library, also known as the Margery Owen Library, is a resource centre which currently caters for approximately 360 students, ranging from the Early Learning Centre to Year 6. It is not a quiet, traditional library, but rather a busy, vibrant environment which encourages questioning, discovery and an enthusiasm and opportunity for learning.

The Junior School has a staff of 36 plus visiting specialists and ELC staff, all of whom have access to resources in the Library and the Teacher Reference resource room. Senior School staff also have access to all resources but their demands are met mainly by the Long Library.

The role of the Library Technician is to provide assistance to and support for the Teacher Librarian 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. The introduction of new technology such as the self scanner and iPads are a major focus for the Junior School Library and the Library Technician is part of the library team who will implement these new resources and innovations.

Major Duties

- Cataloguing and Processing, including:
  o Downloading SCIS records
  o Searching other databases e.g. National Library of Australia catalogue
  o Original cataloguing of items
- Circulation desk duty
- Managing the Library Catalogue (AMLIB) and supporting its use by students
- Circulation of equipment
- Assistance to students with basic research methods, including use of online databases
- Shelving
- Processing – particularly barcoding, stamping, spine labelling and covering
- Assistance with photocopying, scanning, printing, uploading data
- Maintaining the overdue system
- Repair damaged books
- Opening and closing of the library on a daily basis
- Assist Teacher Librarian with preparing materials for library lessons
- Supporting the Teacher Librarian with appropriate supervision of students using the library
- Operate and maintain all library equipment including audio visual equipment, projectors, iPads and laptops
- Monitor the Staff Borrowing Record Book (hard copy and online) and update the database accordingly
- Assistance with stocktaking resources in the library
- Other duties as determined by the Junior School Teacher Librarian or the Head of the Junior School
- Support and promotion of the School’s policies and practices for Occupational Health and Safety, Equity and Harassment.

Performance Criteria

- Satisfactory completion of particular areas of responsibility
- Knowledge of current standards and trends in librarianship
- Participation in professional learning for both library and more general school fields
- Punctuality, including rostered desk duty
- Appropriate interactions with students and staff
- Cataloguing to agreed standards
- Cataloguing within agreed time-frames
- Communication with library staff regarding changes in cataloguing standards and procedures, as relevant to a school library

Knowledge required for this position

General knowledge
- Knowledge of the daily school routine
- Knowledge and experience of new technology introduced into the Library
- Interest in the range of topics researched in the School
- Working knowledge of the collection
- Interest in and knowledge of popular fiction, particularly for boys
- Experience with a range of online databases
- The ability to catalogue, including the use of SCIS
- Knowledge of standard library operating procedures
- Knowledge of a range of procedures operating in other libraries, particularly school libraries
- Experience with a range of library management systems
- Ability to use the many databases to which the libraries subscribe
- Working knowledge of Clickview
- Ability to use Synergetic
- Working knowledge of all Trinity library functions
- Knowledge of cataloguing rules
• Awareness of current developments in cataloguing standards and procedures

**Skills required for this position**

• Recognition of the need for consistency in any collection
• An ability to deal with interruptions and questions at short notice
• An ability to be flexible regarding timetable changes and duties pertaining to Junior School activities and events
• A willingness to work co-operatively with other library staff in shared work spaces
• The ability to problem-solve
• Competent technical skills
• Preparedness to provide individual assistance to the library user, rather than merely directing them to the required resources
• The ability to adapt and accept change in systems, technologies, procedures, etc.
• An ability to catalogue the full range of non-fiction, including non-book material and electronic resources
• An ability to source a range of cataloguing databases e.g. NLA, Library of Congress

**Attributes required for this position**

• Interested in the School and its operation
• Willing to work and communicate with both students and teachers
• Willing to assist individuals with any task
• Passionate about reading
• Interested in the education of boys
• Enthusiastic to learn
• Self-motivated
• Highly organised
• Reliable, conscientious and professional
• Friendly and approachable
• Having an eye for detail
• Flexibility
• Prepared to work with other library staff to solve problems, create solutions
• Demonstrated initiative
• Willing to update skills through professional development
• Having a broad general knowledge
• Methodical

**Qualifications**

• Library Technician or equivalent Library Science qualification
• Eligibility for ALIA registration
• First Aid Certificate HLTFA301B – Apply First Aid (Highly desirable).
• Completion of Course 21659VIC First Aid Management of Anaphylaxis
Experience/Pre-requisites

- Sound experience and knowledge of library procedures, preferably in a school library
- Experience in the use of the AMLIB library management system would be an advantage, but not essential
- A current Working with Children check