

POSITION DESCRIPTION

Library Technician

This document is to be read in conjunction with the employment agreement. This job description is not necessarily a comprehensive definition of the role. It will be reviewed annually and may be subject to modification at any time after consultation between the Library Technician and Executive Staff.

DUTIES:

Manage Circulation of Resources

- Data entry.
- Production and daily checking of overdue lists.
- Following up with families via email, phone call or in person for overdue loans and student departures.
- Shelving and re-shelving of Library resources.
- Culling and stocktaking under direction of Teacher Librarian.
- Perform routine loans, reservation and renewal procedures of the physical and digital resources.
- Ensure relevant circulation of display resources.
- Ensure end of year circulation processes are conducted effectively.
- Ensure musical instruments are processed and ready for the start of each year and managed in the system.

Provide Administration Support

- Assist in maintaining orderliness of all areas of the Library.
- Creation of materials and resources to promote reading for pleasure, resourcing and Academic support (both physical and digital).
- Develop and maintain the Library website (Orbit/Oliver).
- Assist with technical and equipment assistance with database and Library management system.
- Answer telephones.
- Book the Book Fair company and assist with setting up, running and managing Book Fair including managing Eftpos and cash purchases in collaboration with the Teacher Librarian.

Developing and Maintaining Library Culture

- Attend and participate in professional development related to the ever-changing role of the Library in the digital age, including resource development, culture and resource promotion (under the direction of Teacher Librarian or HOTL).
- Promote literacy, including digital and information literacy, among students and staff.
- Promote a love of reading curiosity and a thirst for learning among students and the wider community.
- Promote and model digital etiquette and social interactions related to the use of technology and information.
- Provide excellent customer service for staff, students and the wider community.

Management of Borrowing/Loans Processes

- Liaise regularly with Teacher Librarian and HOTL in relation to the management of resources that need to be ordered/purchased/culled.
- Ensure regular stock takes and return reviews to ensure stock meets student requirements at all times.
- Assist with accurate data entry and administrative duties relating to instrument and staff device hire distribution and returns.
- Manage damaged and non-returned book processes.
- Assist with beginning and end of year circulation processes.
- Liaise with students and families re non-returned and damaged resources.
- Ensure students and their families are positively received into the St Paul's community.

Assist Library Users

- Assist with the general supervision of students in the Library (under the direction of the Teacher Librarian).
- Facilitate and supervise Library volunteers.
- Respond to enquiries from staff, students and parents in a timely and accurate manner within school routines and procedures.
- Answer enquiries and help locate information in both physical and digital environments
- Assist in use of equipment and technology e.g. digital cameras, digital video cameras, laptop computers.
- Assist the Teacher Librarian in the implementation of Library rules, services and procedures.

Assist with Library Activities

- Assist with the daily workflow of the Library.
- Assist with various displays, both physical and digital (under direction of the Teacher Librarian).
- Maintain Library physical surroundings including shelving of books, general tidiness and learning spaces.

Perform Additional Duties as Directed by Teacher Librarian and Executive Team

- A valid Queensland Working with Children Check Positive Paid Employee Notice is mandatory.
- VSC training and annual St Paul's policy, training and updates.

REPORTING RESPONSIBILITY

The position holder reports directly to the Teacher Librarian. There are no positions reporting directly to the position of Library Technician. The position is required to supervise volunteer staff.