



## POSITION DESCRIPTION

### LIBRARY OFFICER

<b>Reports to</b>	Library Manager
<b>Position</b>	18 hours per week during term time, 0.415FTE* <i>*Work 18.00 hours per week during school terms, 5 weeks paid annual leave per annum with 7 week stand-down period of unpaid leave per annum</i>
<b>Status</b>	Permanent Part-Time
<b>Salary</b>	\$48,709 Full Time, Level 2 (inclusive of annual leave loading)
<b>Award</b>	Educational Services (Schools) General Staff Award 2010

### Role Description

---

Applications are invited from experienced Library Officers to become part of the Library team at the College.

Library Officers contribute to the promotion of the Library as a warm supportive hub of the College.

### Selection Criteria

---

#### Essential:

- Sound library skills and experience.
- Good knowledge of an automated library operating system (e.g. Oliver)
- Excellent work ethic
- Advanced computer skills
- Ability to promote the library through creative and informative displays
- Flexible attitude with a willingness to learn new skills
- A strong customer service focus
- Excellent organisational skills with attention to detail
- Ability to work collaboratively within a team
- A Working with Children Check Card

#### Experience & Qualifications

- Previous experience working in a Library
- Experience or familiarity with Library management systems (e.g. Oliver)
- A knowledge of the Dewey Decimal Catalogue

# Responsibilities

Tasks in black are the Library Manager's – Library Officers assist (LOs - blue initials)  
 Tasks in blue are solely the responsibility of Library Officers

Functional Area	Tasks	Responsible To:
<b>Management and Administration</b>	<ul style="list-style-type: none"> <li>• Liaise and work with Deputy Principal Curriculum (DPC) to create a library atmosphere that is both welcoming and conducive to learning - &amp; LOs</li> </ul> <p><b>Displays</b></p> <ul style="list-style-type: none"> <li>• Encourage students to improve their reading skills through pocket displays, book reviews and creating comfortable, modern and appealing reading areas - &amp; LOs</li> </ul> <p><b>Beginning of the Year Processes</b></p> <ul style="list-style-type: none"> <li>• Check that automatic update of patron details from Maze to library operating system is correct for new school year - LOs</li> <li>• Enter SCC term and holiday dates into library operating system - LOs</li> <li>• Ensure library has up to date information on students with medical action plans and split/blended families - LOs</li> <li>• Update library administrative forms and list of Primary/Secondary homeroom teachers and EAs - LOs</li> </ul> <p><b>Library Opening and Shutting Procedures</b></p> <ul style="list-style-type: none"> <li>• Open library in the morning and shut down at end of day - LOs</li> </ul> <p><b>Library Bookings</b></p> <ul style="list-style-type: none"> <li>• Setup and maintain library timetable booking in Sentral - LOs</li> </ul> <p><b>Library Management</b></p> <ul style="list-style-type: none"> <li>• Maintain knowledge of current copyright laws relevant to SCC by attending copyright seminars - &amp; LOs</li> <li>• Update patron details as required throughout the year - LOs</li> <li>• Receive and respond to incoming mail - LOs</li> <li>• Assist with general administration such as filing, answering phone calls, taking messages, word processing and photocopying - LOs</li> </ul> <p><b>Library House Keeping</b></p> <ul style="list-style-type: none"> <li>• Maintain cleanliness of the library and work spaces</li> <li>• Replenish library stationary as needed - LOs</li> <li>• Update library chemical register (cleaning agents for CDs, DVDs, shelves and paints; glitters and glues for displays) annually - LOs</li> <li>• Obtain updated Material Safety Data Sheets (MSDS) for all library chemicals - LOs</li> </ul>	Library Manager
<b>Collection Management</b>	<p><b>Collection Planning</b></p> <ul style="list-style-type: none"> <li>• Select books to be purchased for AR program - &amp; LOs</li> </ul> <p><b>Collection Purchasing</b></p> <ul style="list-style-type: none"> <li>• Check off orders against invoice - &amp; LOs</li> <li>• Enter received goods into library budget spreadsheet - &amp; LOs</li> <li>• Mark new resources with price and supplier - &amp; LOs</li> </ul> <p><b>Resource Preparation Processes</b></p> <ul style="list-style-type: none"> <li>• Get new items ready for cataloguing (covering, barcoding etc.) - LOs</li> </ul> <p><b>Resource Cataloguing</b></p> <ul style="list-style-type: none"> <li>• Catalogue all new resources using SCIS or manual cataloguing (using Dewey Decimal Cataloguing Schedules) - &amp; LOs</li> <li>• End process resources for circulation - LOs</li> <li>• Update and maintain collection data in library operating system to ensure that it is current - &amp; LOs</li> </ul> <p><b>Magazines</b></p> <ul style="list-style-type: none"> <li>• Mark off magazine subscriptions on spreadsheet as they arrive - LOs</li> <li>• Stamp magazines with SCC stamp and place on magazine rack - LOs</li> </ul> <p><b>Resource Maintenance &amp; Mending</b></p> <ul style="list-style-type: none"> <li>• Mend all resources that require repairs - LOs</li> <li>• Clean DVDs/CDs and maintain cleaning machine - LOs</li> <li>• Arrange repairs of iPad and MacBook's with ICTM - LOs</li> </ul> <p><b>Collection Maintenance</b></p> <ul style="list-style-type: none"> <li>• Conduct shelf read to ensure items are placed in correct Dewey Decimal order - &amp; LOs</li> <li>• Weed library collection and delete outdated and badly damaged items - &amp; LOs</li> </ul> <p><b>Collection Stocktake</b></p> <ul style="list-style-type: none"> <li>• Conduct stocktake of library resources in library and K/LAs biennially - &amp; LOs</li> </ul>	Library Manager
<b>Circulation</b>	<p><b>Circulation Desk</b></p> <ul style="list-style-type: none"> <li>• Reserve/hold items for library patrons - LOs</li> <li>• Issue reserve notifications - LOs</li> <li>• Loan and return items - LOs</li> <li>• Check condition of items on return - LOs</li> <li>• Mark items that need repair or replacement - LOs</li> <li>• Return library stock to shelves - LOs</li> </ul>	Library Manager

Functional Area	Tasks	Responsible To:
	<p><b>Overdue Notices</b></p> <ul style="list-style-type: none"> <li>• Prepare, mail and file all overdue notices - LOs</li> <li>• Post weekly student overdue notices on Sentral - LOs</li> <li>• Liaise with patrons regarding library loan enquiries - LOs</li> </ul> <p><b>Loan Recalls</b></p> <ul style="list-style-type: none"> <li>• Issue recall notices to patrons leaving SCC - LOs</li> <li>• Follow up with patrons leaving SCC to ensure that loans have been returned - LOs</li> <li>• Issue recall notices to all patrons at end of the year - LOs</li> </ul> <p><b>iPads and MacBook's</b></p> <ul style="list-style-type: none"> <li>• Arrange short-term loan of library iPads and MacBook's, keep database of devices, check device condition and charge device upon return - &amp; LOs</li> </ul> <p><b>Year 7 – 10 Text Hire</b></p> <ul style="list-style-type: none"> <li>• Prepare textbooks for students incl. agreement forms, hire procedure and care information, at start of school year and for new students during the year - LOs</li> <li>• Issue class sets to students as requested by teachers - LOs</li> <li>• Recall and return all textbooks at end of year - LOs</li> <li>• Charge patrons for damaged textbooks – LOs</li> <li>• Repair damaged textbooks – LOs</li> </ul>	
<b>Patron Services</b>	<ul style="list-style-type: none"> <li>• Guide students with book choices to encourage reading and improve reading skills</li> </ul> <p><b>Assistance to Students</b></p> <ul style="list-style-type: none"> <li>• Assist students with locating resources - LOs</li> <li>• Assist students with use of air printers - LOs</li> </ul> <p><b>Assistance to Staff</b></p> <ul style="list-style-type: none"> <li>• Assist staff with locating resources - LOs</li> </ul> <p><b>Assistance to Community Members</b></p> <ul style="list-style-type: none"> <li>• Assist community library patrons with locating resources - LOs</li> </ul> <p><b>Student Supervision</b></p> <ul style="list-style-type: none"> <li>• Supervise students in library before school, during recess, lunch and after school - LOs</li> <li>• Supervise groups of students as required by teacher - LOs</li> </ul>	Library Manager
<b>Educational Support Programs</b>	<p><b>Accelerated Reader (AR)</b></p> <ul style="list-style-type: none"> <li>• Update student information in AR throughout the year as required and inform staff - LOs</li> <li>• Enrol teachers and EAs in correct AR classes - &amp; LOs</li> <li>• Help staff with testing students to determine their AR levels - LOs</li> <li>• Respond to AR problems - &amp; LOs</li> <li>• Assist students with selecting books in their AR level and with AR quizzes - LOs</li> <li>• Answer day to day queries from teachers regarding AR program - &amp; LOs</li> <li>• Support teaching staff by printing AR report, analysing student AR data and bringing problem areas to teachers' and DPC's attention - &amp; LOs</li> <li>• Determine which existing titles have become eligible to be added to AR collection - LOs</li> <li>• Transfer titles that have become eligible for AR from general collection to AR collection by updating catalogue records and end processing items - LOs</li> </ul> <p><b>TV 4 Education (TV4E)</b></p> <ul style="list-style-type: none"> <li>• Edit TV4E cataloguing details and set security for each TV4E program and each patron - &amp; LOs</li> </ul> <p><b>World Book Online</b></p> <ul style="list-style-type: none"> <li>• Assist students with day to day use of World Book Online – LOs</li> <li>• Manage World Book Online program - &amp; LOs</li> </ul>	Library Manager
<b>Annual Events</b>	<p><b>Book Week</b></p> <ul style="list-style-type: none"> <li>• Purchase materials for displays and create them over term 2 &amp; 3 - &amp; LOs</li> <li>• Create book week certificates and prize boxes – LOs</li> </ul> <p><b>Randolph Stow Awards</b></p> <ul style="list-style-type: none"> <li>• Advertise and display all information for Randolph Stow Awards - &amp; LOs</li> <li>• Collaborate with English LA to have students work on entries in class, collect entries and submit them to Geraldton Regional Library - &amp; LOs</li> <li>• Organise and host Randolph Stow Awards evening at SCC every 4 years - &amp; LOs</li> </ul>	Library Manager
<b>Financial Management &amp; Record Keeping</b>	<p><b>Payments for Lost and Damaged Stock</b></p> <ul style="list-style-type: none"> <li>• Issue accounts for lost and damaged library items - LOs</li> <li>• Receive payment for lost and damaged library items, record details and complete relevant paperwork - LOs</li> </ul> <p><b>Library Budget</b></p> <ul style="list-style-type: none"> <li>• Enter all library purchases into budget spreadsheet - &amp; LOs</li> </ul>	Library Manager