Library Assistant/Library Technician
Reporting to: Head of LRC

The role
The Library Assistant/Library Technician supports and promotes the aims and philosophy of the College. The primary purpose of the position is to assist the Head of the Learning Resource Centre in organising and managing library resources and services. Library Assistant/Library Technician also contributes to organising and delivering activities such as special events, outreach and promotional programs.

Duties

1. Reference and research services
   - Participate, as a team member, in the LRC’s main purpose of providing assistance to staff and students in gaining information literacy skills and integrating information technology into teaching and learning
   - Staff the Service Desk as assigned, perform Service Desk duties, answer questions and assist clients with the use of hardware, such as photocopiers, printers and computers
   - Assist in the provision of current awareness services to teachers by performing tasks such as sending email about new acquisitions and relevant information for teachers’ professional development
   - Assist library clients in utilising technology in their study and work

2. Technical and circulation services
   - Assist with acquisitions
   - Accession new library materials
   - Enter resource data on the LRC database, including some original cataloguing of resources not found on the SCIS service
   - Manage subscriptions to periodicals
   - Maintain borrowers’ records
   - Compile and mail overdue notices and billing notices for lost resources
   - Shelve and assist in maintaining general library appearance

3. Other duties
   - Participate in planning and performing promotional outreach activities
   - Engage in professional development and continuous improvement
   - Participate in team work
   - Participate in departmental meetings and other activities
   - Contribute to College initiatives as required

Other duties as required
Selection criteria

Essential

- Diploma of Library and Information Services (Library Technician or equivalent) or equivalent tertiary education
- Previous experience in libraries or similar settings
- Familiarity with accessioning, creation of catalogue records, circulation and information services
- Strong computer skills
- Demonstrated ability to work in teams and independently