SENIOR LIBRARY TECHNICIAN
ROLE STATEMENT

Lourdes Hill College exists to inspire young women to create a better world. It is a place of educational expertise and sound learning procedures where individual differences and the potential of each student are respected. Young women are given the opportunity to pursue academic excellence and personal fulfilment in a culturally rich environment. They are encouraged to seek for truth and human wisdom enlightened by Christian values within a Benedictine framework.

Lourdes Hill College is committed to the provision of outstanding educational opportunities for its students within the context of Christian values and its Library Information Services (LIS) is an integral part of that provision. The efficient functioning of this area of the College enhances lifelong learning and the LIS staff are vital in this education process.

The Senior Library Technician will work effectively in a rapidly changing information and technological environment and contribute to the provision of high quality information services. The Senior Library Technician will perform a variety of tasks, both individually and as a team, that require self-directed knowledge and skills in the organization and operation of libraries and information. In addition, the technician will have technical expertise with the Library Information Management System and other digital platforms.

REPORTING RELATIONSHIP

Reports to the Principal through the Director of Information Services.

OPERATIONAL RELATIONSHIP

Reports to the Director of Information Services as part of the Library Information Services Team.

CHARACTERISTICS AND COMPETENCIES

The Senior Library Technician is a specialist in the school who is proactive in promoting the accessing, evaluation and application of both digital and print information. The person will be competent in updating, maintaining and enriching the Library’s electronic resources, as well as promoting information services to students, parents and staff in a variety of formats. Demonstrated skills in in creating digital media is a highly desirable attribute.
The Senior Library Technician will be able to demonstrate a strong commitment to providing outstanding customer service when serving the information needs of the school community. High levels of participation in Library planning and goal-setting are expected, along with well-developed organisational skills, flexibility in a changing environment and excellent interpersonal and communication skills. Situations not covered by policy or precedent are referred to the Director Library Information Services.

The person selected will:

- hold formal qualifications (Diploma minimum) in Library Studies with demonstrated experience from an Educational Institutional Library (school or tertiary)
- be vibrant and dynamic, with an excellent knowledge of books and information services
- be familiar with Web 3.0 tools and social media to promote reading and research with a knowledge of literature for adolescents and young adults
- be proactive, have a growth mindset, be able to complete tasks in a timely manner and be willing to work as part of a team
- demonstrate ability to provide expertise and assistance with Library operations and procedures, resolving problems in both routine and non-routine situations which may be referred from other members of the LIS team
- demonstrate ability to act as client contact in the absence of the Director LIS
- demonstrate ability to manage a wide variety of tasks and roles in a variety of contexts where there is complexity in the ranges and choice of actions required within a variety of routines, methods and procedures
- demonstrate ability to use discretion and judgement for self and/or others in planning, work organisation and service actions, particularly where possible changes to workflow and systems will improve services
- demonstrate ability to assist the LIS Team to engage the community in the social and affective environment of the Library in order to recruit and nurture learners, thinkers and readers
- maintain awareness and skills in the latest technology directions, and share new information with Library and teaching staff
- establish an annual plan designed to enhance and stimulate his/her own knowledge and skills and contributions to the development of Librarianship
- hold full working rights to work in Australia and hold or be eligible to hold Queensland Positive Working with Children Check (Blue Card)
- demonstrate knowledge and use of library systems, information resources and reference materials to assist with the student experience
- demonstrate ability to work productively and collaboratively as a part of the Lourdes Hill Library team
- demonstrate the ability to enhance teaching and learning across the School by working with teachers, subject co-ordinators and Heads of Faculty to implement the College Learning Framework
• have experience in developing reading, information literacy and digital fluency programmes
• demonstrate commitment to supporting the School’s ethos and mission and to ongoing professional development
• demonstrate flexibility. The library hours are 8.00am - 6.00pm. Although the position will have fixed hours, the ability to work a variable standard work day if required is highly regarded to ensure the provision of supervision to students when necessary.

QUALIFICATION

Tertiary qualifications at the degree level (preferred) or equivalent qualifications relevant to the position.

DUTIES

• **Information Services and curriculum support**
  Excellent knowledge of information location skills including knowledge of OPAC, periodical indexes, online databases, appropriate internet search tools, appropriate Web 3.0 Applications and other programs to:
  o Work closely with Director LIS and Library team to contribute to College Digital Information platforms and on-line library pages (currently Libguides/ Oliver/ Clickview), for student research support
  o Demonstrated skills in in creating digital media for promoting the library services on digital media platforms (including creation of videos to develop and deliver online research guides and tutorials)
  o Support teaching and learning access to resources across each of the QCAA senior syllabuses and the Australian Curriculum ACARA
  o Assist Director LIS with preparing and presenting generic Library class presentations in information literacy, academic skills, research skills training and copyright
  o Ability to deliver generic class presentations to assist students and teachers with research methods including use of online databases and other research sources
  o Ability to deliver generic class presentations on wide reading for pleasure to assist with developing the College’s reading culture. Provide reading promotion and guidance to students and teachers
  o Support students in their use of technology queries such as printing, file management, assessment presentation (print and multi-modal)
  o Understanding students’ and teachers’ information needs and assisting them with locating and using appropriate and relevant online and printed information resources
  o Using resources to provide advice about study skills, academic writing skills, examination preparation note taking and referencing
Under the direction of the Director of Information Services, assist with managing, maintaining and collecting statistics from the Library’s online resources including: databases, online journals and magazines, e-book collections, Oliver

Promote new release resources and education updates to staff

Provide supervision of students in Library as appropriate

Additional duties as required by the Director of Information Services

**Work process management**

The Senior Library Technician assists other LIS staff with the workflow throughout the Library and related areas demonstrating advanced technical expertise of Library Information Services policy and procedures in order to:

- serve as a point of contact and training for most technical aspects of assigned support functions
- supervise procedures to treat a variety of non-routine and complex service problems including requests for policy exceptions
- resolve and/or refer complex non-routine acquisition, billing or credit problems with vendors/publishers
- liaise with the LIS team to present recommendations, solutions or reports that directly affect the Department’s ability to meet information needs in the most effective and efficient manner.

**Organization and maintenance of resource materials**

Requires knowledge of a body of rules, procedures and operations related to one or more library functions such as those used to maintain the collection, locate information, process library acquisitions or assist teachers with routine inquiries. This includes, for example,

- liaison with Heads of Faculty and staff to facilitate selection of primary and secondary resources
- preparation of literature/ reading searches and/or subject tags/lists
- ordering and receiving of items
- administering budget matters
- implementing weeding and disposal of collection items to ensure optimum stock
- supervising and administering stock-take
- generating and presenting statistics
- general understanding of Copyright obligations in an educational institution.

**Journals**

Requires knowledge of the changing bibliographic elements governing journals in a variety of subject areas to:

- identify and account for each journal and issue
- renew subscriptions
• identify and order articles as required
• resolve non-routine instances including duplicates, non-receipts and claims
• order and update subscriptions to online electronic databases.

• Cataloguing
Original cataloguing requires in-depth knowledge, interpretation and application of a body of cataloguing standards and cataloguing tools to identify and describe library materials making them accessible to library users in the areas of:
• descriptive cataloguing (SCIS Standards and AACR)
• classification (Dewey Decimal System)
• subject headings (SCIS Subject Headings and ScOT)
• machine readable cataloguing (MARC) format.

Copy Cataloguing requires knowledge of library procedures related to:
• searching automated library systems and agencies to identify, import and adapt catalogue records to meet local requirements
• review records for errors and omissions and make corrections and additions using knowledge of cataloguing standards and tools; MARC format and bibliographic data elements.

• Library Information Management System
Requires expert technical skills and knowledge of large bibliographic databases and their functionality in order to achieve integrity of data with a focus on:
• authority work
• reporting
• troubleshooting and liaison with system support
• maintenance and updating of the LIMS.

• Reader services
Requires knowledge of library operating policies, including circulation controls, to provide timely and effective assistance for library users regarding:
• borrower registration
• borrowing and issuing of library items
• library bookings.

• Project administration
The LIS aims to develop repeatable and successful delivery of projects, including publisher events, literature festivals and training. This position will assist with the project administration in the areas of:
• procurement and promotion
• organisation and roll out.
• **Reprographic services**  
Knowledge of production and reproduction applications and equipment in order to produce or reproduce materials for educational and promotional purposes including the ability to:  
  o operate audio-visual, duplicating and computer equipment.

• **Business Writing**  
Knowledge of standard procedures to:  
  o write business letters, memos and other correspondence as required by the Director of Information Services  
  o prepare announcements of events and programs.

• **Library facilities**  
  o If applicable, opens and closes the library facilities as required according to the scheduled opening hours  
  o implements directions of the Director LIS to supervise users when required  
  o ensures neat library facilities with clear internal guiding  
  o assists with the shelf maintenance of the main collection  
  o locates materials for exhibits on a given theme.

• **Flexible deployment**  
During times of peak performance the Senior Library Technician is required to assist with work process management in both Text Hire and Audio-visual.

**HOURS**  
Monday-Friday 8.30am – 4.30 pm (preferred)

**CONDITIONS**  
Permanent full-time position (school term only 40 weeks per year)

**SALARY**  
Level 6 School Officer