

POSITION DESCRIPTION

POSITION:	Library Manager	STATUS:	Term-Time
REPORTS TO:	The School Principal or Nominee	DATE:	15 July 2021
CLASSIFICATION:	School Officer Level 5	SCHOOL/COLLEGE:	Catherine McAuley College
EMPLOYEE NAME:			

Purpose of Position:

Under limited supervision of Principal or nominee, provide support services which facilitate organisation and coordination of the library as a learning centre.

Key Characteristics:

Skills: Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
Self-directed application of knowledge with substantial depth in some areas
Discretion and judgement are required in planning and selecting appropriate equipment, service techniques and work organisation for self and/or others
Apply a range of technical and/or other skills to roles and functions in both varied and highly specific context
There is complexity in the ranges and choice of actions required
Competencies are normally used independently and both routinely and non-routinely

Supervision: Work will be carried out under general supervision and/or broad guidance depending on function

Supervision of Others:

May have responsibility for the planning and management of others
Supervision and training of subordinate staff may be involved
Teams may be guided or facilitated

Qualifications: Tertiary qualifications at Associate Diploma/Diploma level or equivalent knowledge, qualifications and experience relevant to the position may be required

Typical Duties:

Typical duties performed include, but are not limited to:

- Practice confidentiality in relation to all aspects of the role.
- Search and verify bibliographic data where some discretion and judgement are involved.
- Copy catalogue books, magazines, journals and recorded material where some discretion and judgement are involved.
- Maintain circulation systems where some discretion and judgement are involved.
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.
- Responsibility for and/or training of subordinate staff in limited areas may be required.
- Within a variety of routines and procedures and with a depth of knowledge in some areas, demonstrate complex audio visual or computer equipment to staff and students; or monitor performance of specialised equipment.

Specific Duties:

- In collaboration with CEDR personnel, develop the library resource centre as a welcoming centre for encouraging life-long learning and literacy within the College community
- Perform all duties with respect and courtesy to students, staff, parents and visitors.
- Search and verify bibliographic data where some discretion and judgement is involved using OLIVER and SCIS download functions.

- Add local information to OLIVER detail where required after SCIS download or for imported eBooks and audiobooks.
- Perform circulation duties using OLIVER including maintaining borrower files, loans, returns and associated shelving, shelf-checking, etc.
- Process and catalogue textbooks and class sets.
- Process and catalogue other resource items including books, magazines, journals, recorded material, Teacher Reference items, DVDs, equipment, eBooks and audiobooks.
- Assist patrons in library enquiries using the full range of library resources available. Refer advanced enquiries to the Librarians.
- Maintain and monitor established software systems in the Library, which may include OLIVER, BookIt, Card Exchange and digital textbook platforms. This may include the update of software related to these systems under the guidance of the Librarians or IT staff.
- Maintain Physical library collections, including print, AV, digital and archive processes. Process and conduct repairs of library materials; weed collections and conduct stocktakes in line with established procedures and under the guidance of the Librarians.
- Monitor, maintain and organise the creation and presentation of displays, signage and library promotions.
- Monitor, maintain, organise and store magazines, newspapers and periodicals.
- Collate resource lists and gather resources for class/bulk loans, maintain records of bulk loans, log returns and alert teachers to losses from bulk loans.
- Follow procedures to open and close the library (securing the library and facilities), and to maintain the order and neatness of the library.
- Maintenance and inventory of general equipment and materials in the library, which may include cleaning and ordering of parts or stock when needed. eg. Coffee Machine, stationery, display and processing materials.
- Supervision and behaviour management of students in the library, under limited to no guidance at times, which may involve the recording of student attendance and use of the Responsible Thinking Process (RTP), where appropriate.
- Collect mail and other deliveries.
- Monitor photocopiers including some troubleshooting and maintaining paper supply.
- Assist staff and students with photocopying use and issues.
- Participate in beginning and end of year tasks in line with established procedures.
- Process overdue notices for students and staff using OLIVER functions and perform resource recovery duties including liaising with Finance and IT staff.
- Create reports using OLIVER and create and maintain spreadsheet records for the charging of costs for lost and/or damaged books, under limited supervision.
- Processing and handling parental contact, which may include complaints, regarding overdue or damaged resources or other library related issues, when necessary.
- Maintain and monitor Clickview; including the processing of video requests, the importation and editing of videos, under limited supervision.
- Demonstrate to staff and students the use of complex audio-visual equipment or resources, when required, including Clickview, cameras, tripods, iPads, speakers and other equipment or devices.
- Monitor the performance of, troubleshoot and carry out computer updates to specialised equipment or devices, within reason, and in consultation with the IT staff.
- Undertake other duties from time to time as required by the principal or nominee

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date