

Position Description – Librarian or Library Technician

Purpose

The Librarian or Library Technician will assist in the planning, management and maintenance of library facilities, resources and services in order to provide for the informational, reference and research needs of Ridley students and faculty.

Accountability

Reporting to the College Librarian

Key Working Relationships

The Library Staff

Key Responsibilities

1. Processing, cataloguing and classification of library resources

- Catalogue and process library resources using the Library Management System (MARC cataloguing) and according to *Resource Description & Access (RDA)* standards and the Pettee classification system

2. Ebooks and Online Journals

- Assist with management of catalogue records for ebooks, including regular importing of records for new ebooks, and removal of records for deleted books.
- Catalogue purchased ebooks
- Set up and maintain catalogue access to online journal subscriptions

3. Print Journal management and circulation

- Record journals as received, and catalogue new journal titles
- Circulate journals to faculty as received and maintain faculty circulation list
- Arrange for binding of journals
- Lodge claims for journals not received
- Keep a list of missing journals and attempt to acquire them
- Archive or discard journals as required

4. Circulation of library resources

- Ensure loans and returned items are processed, and borrower records are maintained on the Library Management System

5. Provision of reference assistance and customer service to users

6. User education

- Manage content on library display screen, and produce library signage re opening hours etc.
- Produce 'New items' lists and organize displays of new books
- Contribute to preparation and promotion of library information and user education materials (print, online and video)
- With the other librarians organize and participate in library orientation and skills sessions for students

7. Assist in the administration of student access to the Ridley network and the library's online resources in liaison with the Office of the Registrar and the Facilities Manager

8. Building, plant (including IT) and supplies

- Work with other library staff to ensure that library buildings and equipment are kept in good order, and supplies are ordered as required.

9. Co-operate with other similar libraries

- Maintain involvement in *Australian and New Zealand Theological Library Association (ANZTLA)*

10. Other projects/tasks as negotiated with the College Librarian

Direct Reports

- NIL

Key Attributes and Selection Criteria

1. Character & Commitments

- Shaped by a strong Christian understanding and ethos
- Commitment to supporting the teaching and research of teaching staff, and the education of students through the delivery of excellent library services

2. Capabilities

- Work under broad direction
- Work both independently and as part of a team
- Excellent written and verbal communication skills with ability to engage and collaborate with library, administrative and teaching staff
- Ability to interact effectively with students.
- Attention to detail
- Service oriented

3. Knowledge and Experience

- Strong customer focus, and capacity to deliver library services in both on campus and online environments
- Cataloguing skills, and an understanding of Library Management Systems
- Knowledge of the subject area of theology is desirable

4. Qualifications

- A degree in library/information studies or equivalent providing eligibility for associate membership of the Australian Library and Information Association OR a library technician qualification providing eligibility for Library Technician membership of the Australian Library and Information Association.