LIBRARY SERVICES SPECIALIST

JOB DESCRIPTION

Reports to:    Dean of Information and Learning Technology

Department:   Library

POSITION SUMMARY

The Library Services Specialist is an integral member of the Scotch library team. This team provides a high quality of service to all members of our community. The Library Services Specialist will be an active member of a team that is looking to the future of libraries and the multitude of services that they offer.

The Library Services Specialist will work with students from Little Pipers and Years K – 12, with a greater emphasis on the Middle and Junior classes. The person filling this role represents the ‘face’ of our library service.

A key aspect of this role is a love of literature and active participation in reading all different formats and genres. The Library Services Specialist will have a passion and enthusiasm for reading that will engage boys in their reading.

ESSENTIAL CRITERIA

i)   Education & Training

Minimum Cert IV in an associated area of study

ii)  Core Competencies (Knowledge, Skill & Experience)

Technical
- Excellent Mac environment knowledge (Mac OSX, Pages, Keynote)
- Experience with several library systems and willingness to learn more
- Sound knowledge of various multimedia applications with an ability to create simple graphics and video clips for both internal and external publications
- Sound ability to understand the web interface of a web OPAC
- Cataloguing and processing skills and a sound understanding of the new RDA standards for cataloguing

(Managerial & Human Relations)
• Flexibility in all aspects of job
• Ability to adapt well to rapid change
• Ability to communicate and work with the College community, particularly parents, as they help with various tasks in and around the library.
• Ability to prioritise different requests to ensure a sound workflow
• Efficiency in all tasks undertaken
• Ability to engage with students and staff
• Ability to manage behaviour and the conduct of boys in a library context
• Maintain high quality of customer service and personal presentation
• Actively ensure that all circulation desk operations including but not limited to, shelving, returns, loans, opacs and displays are completed quickly and to a high standard.

iii) Additional Requirements & Values
• A general understanding of the International Baccalaureate framework to ensure that the way resources are catalogued support the PYP, MYP and DP programmes
• Sound knowledge of Australian Curriculum and the various components associate to each of the learning areas

DESIABLE CRITERIA
### Information Services

- Have an excellent understanding of all database services and online resources and how they can be accessed and are used
- Understand the fundamentals of how the Internet and World Wide Web operate
- Actively seek out new technologies and services and remain cognizant of current technology developments
- Promote resources and activities through physical and digital displays, reviews and materials
- Be proficient in various rich media applications
- Be able to adequately solve issues arising from ILT use in a time effective manner
- Support the creation of library research guides in collaboration with other library staff
- Create ask.PLSCOTCH items for library procedures
- Maintain OPAC and library homepages in collaboration with the Information and Research Specialists
- Handle circulation activities and reference enquiries
- Actively use Desk.com to manage library tasks
- Provide and analyse, where appropriate, reports on demand of current circulation activities
- Provide online chat support for library-related enquiries

### Collection Development

- Prepare and maintain all AV and media equipment including loans and returns
- Process and catalogue all resources as directed according to current standards
- Maintain physical and digital resources to ensure they are accessible
- Proactively create and update lists for Information and Research Specialists and teachers on genres, levels, curriculum topics, etc.
- Shelve resources in a timely manner to ensure accessibility
- Generate overdue notifications
- Stocktaking library and departmental resources

### Learning Environments

- Continually evaluate and assess physical and virtual learning spaces to ensure exciting, engaging and productive learning environments are created and maintained
- Ensure spaces are maintained and are tidy on a regular basis
- Creatively rearrange spaces regularly to ensure that a vibrant approach to library design is maintained and furniture that is made mobile is used to create new spaces for students
- Communicate library OHS concerns

### Support Services

- Assist the Information and Research Specialists with class activities and preparation
- Event assistance including, but not limited to, Book Week, Little Pipers, author visits, clubs, etc.
- Mentor JS Library Captain when appropriate
- Actively assist in development of the library helpers programme for students
- Work with 1Degree (ICT Help Desk) located in the library to ensure library knowledge and ICT knowledge is shared and services maintained
- Work collaboratively with the Presbyterian Ladies’ College team when required
• Assist the Dean of Information and Learning Technology, Information and Research Specialists, and Senior Librarian in the purchasing process

**Personal Development**

• Participate and actively contribute to scheduled library meetings
• Self-identify professional development opportunities and undertake PD independently, based on personal development goals
• Attend professional development courses, library conferences, and other meetings required to ensure best library principles and practice are maintained
• Undertake specific professional development as set by Dean of Information Learning Technology within the designated time frames
• Actively and regularly share content created with professional associations
• Actively devote time outside of school hours to read genres favoured by boys in order to advise boys of authors and titles they might like to read
• Actively create and maintain a list of reading that relates to the genres and levels that boys engage in

**Literacy Support**

• Maintain order in Junior School Reading Room
• Annual stocktake of Home Readers and Guided Reading Sets
• Bulk processing and cataloguing of Home Readers and Guided Reading Sets
• Assist Teachers in-class with Self-Circulation
• Search for missing overdue Home Readers as directed by Information & Research Specialists

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: 
Employee Signature: 
Date: 20/06/2017

Updated 20/6/2017