



The Scots College

Sydney Australia

Role Description – Library Technician

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

1. **Position Title:** Library Technician
2. **Role Purpose:** To support the staff and students of The Scots College in the full utilisation of library services, resources and facilities
 - The Librarian position is responsible for providing direct customer support to students and teaching staff in the delivery of library services and resources, including information services, wide reading services, reference services, technical support and promotional activities
 - To provide operational support in the delivery of library services and resources, including acquisitions, cataloguing, subscription services, and technical support.
 - Work with the College and library staff to deliver library services and resources in a timely, accurate and friendly manner
 - Liaise with other College support staff, including IT, maintenance, administration, finance and staff services to implement departmental goals
 - Operate and maintain a variety of digital platforms to deliver library services and resources, including the library management system (Oliver) for cataloguing and acquisitions, Mediusflow and Synergetic for financial transactions, RFID self-check & security system, Schoolbox Learning Management System, Google and Microsoft Office suites
 - Maintain excellent relationships with suppliers
3. **Location:** Based at the Senior School, Bellevue Hill, this position may require the person to visit all College sites, including our Glengarry campus at Kangaroo Valley.
4. **Responsible to:** Head of Curriculum
5. **Key relationships:**
 - The position is a member of the Senior Library team, and also part of

the wider cross-campus library team.

- This position will work directly with students, teaching staff and non-teaching staff.
- The position works alongside the ICT Helpdesk.

6. Key Tasks and Expected Outcomes:

Position Responsibilities	Core Activities
Customer service	<ul style="list-style-type: none"> • Perform point of contact duties including circulation, using Oliver, student and staff assistance, reference enquiries. • Supervision in the Senior Library before school, during recess and lunch, and one evening per week until 6:00pm. • Maintain a safe, healthy and friendly environment for staff and students.
Teaching and Learning support	<ul style="list-style-type: none"> • Maintain a strong knowledge of print and online resources • Liaise with teaching staff to acquire and promote resources for teaching and learning • Create Schoolbox links for resources on the Senior Library Schoolbox page • Engage in reading YA fiction
Resource management	<ul style="list-style-type: none"> • Process and catalogue Library resources • Manage the collection of digital media equipment, including sourcing new resources, repairs and replacements • Administer the collection of E-learning resources including online journals, databases and professional memberships. • Manage the collection of periodicals and newspapers (print and digital) • Ensure continuity of supplies such as barcodes, RFID tags, covering materials, stationery etc. • Manage orders and invoices using Mediusflow • Coordinate stocktakes of the collection as required • Regular weeding of the collection
Technical functions	<ul style="list-style-type: none"> • Use and maintenance of Oliver, circulation terminal, OPAC iPads, RFID self-check and security gates, Schoolbox • Borrower maintenance in Oliver (check the automated entries) • Routine basic maintenance of photocopiers, printers and staplers. • Regularly run Oliver overdue notices
Other	<ul style="list-style-type: none"> • Maintain an up-to-date working knowledge of Australian copyright legislation as applicable to schools • Maintain cleanliness of the Senior Library, its furniture and fittings • Manage library bookings • Clerical support

Communication / Networking	<ul style="list-style-type: none"> • Actively take part in Library Team meetings and maintain supportive professional relationships with members of the team • Undertake Professional Development • Develop and maintain positive relationships with administration, finance, maintenance and ICT teams
Christian Leadership	<ul style="list-style-type: none"> • Promote, develop and protect the College Christian vision, beliefs and educational tradition in all aspects of school life

7. Selection Criteria

Essential:

- Librarian qualifications and experience (minimum 2 years)
- demonstrated commitment to the development of 'best practice' strategies in all aspects of education
- strong demonstrated customer service skills
- strong demonstrated ICT skills
- proactively seeks to engage the College community with library services, resources and facilities
- ability to infuse the Christian ethos into daily practice
- an ability to work autonomously and as part of a team
- strong attention to detail and meeting deadlines
- being flexible, open-minded, proactive and innovative
- effective interpersonal and communication skills
- willingness to be rostered flexibly between 8:00am-6:00pm Monday to Wednesday and/or 8:00am-5:00pm Thursday and Friday.

Skills, abilities and personal attributes

- Be conversant with current trends specifically as it relates to library service delivery
- strong ability to relate to teenagers and young adults while maintaining authority
- research and writing skills
- understanding of copyright and other intellectual property issues as they relate to education
- manage multiple priorities simultaneously
- experience with budget process
- commitment to one's own ongoing learning
- professional and personal integrity.

Desirable:

- Experience in a teaching or education context would be advantageous.