

LIBRARY SERVICES SPECIALIST

OVERVIEW

The Library Services Specialist oversees all aspects of the Bibliothèque's day-to-day operation and delivery of library and information services across the School, and provides support and assistance to the Director of the Bibliothèque and Teacher Librarians.

1. KEY RELATIONSHIPS

The Library Services Specialist ultimately reports to the Principal through the Director of the Bibliothèque. The Library Services Specialist manages and directs the day-to-day activities of the Bibliothèque operational support team, on behalf of the Director.

2. RESPONSIBILITIES

- 2.1 Order, process and maintain high-quality collections of library resources, including digital resources and periodicals
- 2.2 Catalogue library resources and create and maintain resource lists in the School's Library Management System (Destiny), as well as provide quality assurance by checking the accuracy of cataloguing completed by other Bibliothèque staff
- 2.3 Maintain up-to-date knowledge of current standards in cataloguing, training other Bibliothèque staff as required, to ensure best practice is followed
- 2.4 Develop and maintain processes and procedures documentation for core library functions such as cataloguing, processing, deselection, circulation and stocktaking
- 2.5 Manage the day-to-day running of the Bibliothèque's Circulation Desk, including developing rosters, to facilitate loans, reservations and provide assistance and readers advisory to borrowers
- 2.6 Maintain and promote library-based technology and e-services including the Library Management System (Destiny), Libguides, OPACs, e-book platforms, Clickview and databases, liaising with IT staff where necessary
- 2.7 Liaise with IT staff to ensure accurate borrower records in the Library Management System and other library-based subscription services
- 2.8 Provide support for and operate IT and AV equipment in the Bibliothèque, liaising with IT staff as required
- 2.9 Contribute to responsible asset management by evaluating library equipment and facilities, including stocktaking and developing reports in the Library Management System
- 2.10 Under the direction of the Bibliothèque Director, supervise Library Assistants and volunteer staff, e.g. the Bibliothèque Crew, to ensure day-to-day activities, such as shelving, tidying, safely re-arranging learning spaces and other administrative tasks, are carried out in a timely and efficient manner
- 2.11 Contribute to creating a library environment that is engaging and encourages a passion for reading and research
- 2.12 Promote resources and activities through physical and digital displays, reviews and materials; maintain a calendar of significant events for planning highly relevant displays that promote reading, research and learning.



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| <ul style="list-style-type: none"> 2.13 Ensure that resources are readily available to staff and students, including shelving returns and tidying/checking shelves and maintenance of eResources, such as e-book platforms and databases 2.14 Undertake supervisory duties to a high standard 2.15 Act as a mandatory reporter for the purposes of child protection and demonstrate compliance with School and legislative requirements 2.16 Ensure that the library is a safe, well maintained and welcoming environment 2.17 Understand and implement the WHS policies and procedures of the school to ensure a safe environment 2.18 Complete other duties as required | <p>circumstances</p> <ul style="list-style-type: none"> 4.5 the ability to work harmoniously as part of a team, as well as working independently with minimal supervision 4.6 a constructive, cooperative and positive manner 4.7 willingness and capacity to complete assigned tasks in an effective and timely manner 4.8 capacity to embrace the School's values, culture and Code of Conduct. |
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3. QUALIFICATIONS AND EXPERIENCE

The Library Services Specialist will have:

- 3.1 excellent knowledge and understanding of working with children
- 3.2 high quality inter-personal and communication skills
- 3.3 a relevant TAFE diploma or certificate in Library and Information Services, or equivalent experience
- 3.4 a willingness to undertake professional learning and development
- 3.5 experience working in a school, tertiary education or public library
- 3.6 a valid NSW Working with Children Check

4. PERSONAL ATTRIBUTES

To succeed in this portfolio you will have:

- 4.1 excellent attention to detail
- 4.2 a passion for reading and learning
- 4.3 a strong commitment to building and developing a culture of care for students
- 4.4 flexibility and adaptability to changing

