

LIBRARY ASSISTANT K-10

1. PURPOSE OF THE ROLE

The purpose of the role of Library Assistant at Dominic College is to provide a range of quality customer-focused services and ensure the College community is served effectively and efficiently according to library guidelines as a member of the library team.

Reporting to the Librarian, the Library Assistant supports the College Library in a wide range of processes and functions as required. The Library Assistant helps in the smooth day to day running of the Library, handling bookings, general liaison and the physical environment of the Library.

The Library Assistant supports the Librarian to create a culture of engagement, educational connection and activity in the College Library as a place of student belonging, student support and a place of interest and learning.

The Library Assistant is part of a Library team which meets the information and resource requirements of the College in a comprehensive, convenient and timely manner.

As a member of this team, the Library Assistant helps provide a friendly, stimulating and supportive atmosphere in which all College community members feel comfortable and are actively supported in coming to the Library in search of information, ICT, recreational reading and other resources as needed.

2. KEY AREAS OF RESPONSIBILITY

The K-10 Library Assistant is responsible to the Librarian and subsequently the Director of Teaching and Learning K-10 and accountable to the College Principal. The Assistant is a key member of the Library team.

3. ROLE ACCOUNTABILITIES

3.1 Understands and gives expression to the mission of the College and the Salesian ethos

- Is familiar with the Don Bosco story and uses this story and its contemporary meaning in day-to-day professional experiences.
- Knows the Salesian values and actively infuses these in all situations within the College community.

- Understands and applies the fundamentals of the Salesian Preventive system.
- Establishes strong supportive relationships with members of the College community within clear boundaries.
- Supports the religious and spiritual life and activities of the College and contributes to these where possible.
- Demonstrates behaviours of service, care and loving kindness towards students, teachers, parents and colleagues.
- Adopts an attitude of cheerfulness and positive outlook with the College community.

3.2 Assists and supports within in all areas of the Library functions.

- Provides a welcoming presence to students, staff, parents and visitors entering the Library.
- Provides initial assistance to members of the College community entering the Library in accessing library collections, services and technology and refers to the Librarian as required.
- Performs Library Information Desk duties, including circulation tasks (i.e. check-in, check-out and renewal of library items through the library circulation system).
- Processes library materials, including cataloguing.
- Assists in telephone enquiries and follows up resolving enquiries and requests and problem-solving.
- Assists in checking emails and responds to enquiries as required in a timely and efficient manner.
- Assists students in the Library in identifying resources, under the direction of the Librarian.
- Assists with the supervision of small groups of students using the Library in class periods and at recess and lunch as required, under the direction of the Librarian.
- Maintains records on the use of the Library and its resources and generates user reports.
- Collects and collates a variety of statistics for monthly reports regarding library usage.
- Manages bookings into the library, keeping the librarian informed of bookings and predicted needs.
- Completes basic financial transactions with regard to fines and any other incoming monies.

- Supports in the promotion, preparation and management of the College's annual Book Fair and Book Week events.

3.3 Assists in the maintenance of facilities and equipment.

- Assists all Library users in the correct use of equipment.
- Reports any faulty equipment to the Librarian and uses maintenance protocols.
- Maintains the circulation area and its presentation.
- Maintains supplies (paper, toner, staples and toner for the multi-function printer) and checks that the printer is in good functioning order.
- Maintains general stationery supplies and prepare orders when necessary, for the Librarian to authorise.
- Maintains the storage, borrowing and maintenance of cameras and other multi-media resources.
- Supports borrowers in down-loading photographs on borrowed cameras.
- Assists the Librarian in maintaining and up-dating library data bases.
- Supports the College's digital and film services available for teachers and students.
- Maintains and conducts the lamination services of the library and associated documentation.
- Oversees the set-up of the library for classes, student gatherings and special functions as required.
- Liaises with E-Learning Staff to support presentations in the library to ensure strong preparation and outcomes.
- Supports and maintains all library displays, changing these regularly under the direction of the Librarian.

3.4 Assists in circulation procedures.

- Using established procedures, checks items in and out of the Library.
- Compiles lists of overdue items for action in conjunction with the Librarian.
- As directed by the Librarian, distributes overdue notices to borrowers.
- Carries out minor repairs on returned items.
- Assists visitors to the Library when help is requested.
- As directed by the Librarian, assists in stock-take of resources.

- Prepares bulk loans of resources as directed by the Librarian.

3.5 Assists in the processing of resources.

- Assists in the processing of resources, being stamped, accession notes, spine label, barcodes, cover, as is appropriate to each item.
- Prints spine labels for resources.
- Takes responsibility for creation of Stock Item Records for new resources.
- Adds subject headings and notes under guidance of Librarian.
- Supports the Librarian in the assessment of the currency of resources and on-going usefulness.
- Maintains a Newspaper and Magazine resources that supports student general knowledge.

3.6 Assists with shelving and displays.

- Sorts returned material ready for shelving or other storage.
- Returns all Library materials to shelves or appropriate area.
- Maintains shelving in correct order and undertakes a regular check of shelves.
- Keeps shelving tidy and dusted.
- Assists other staff members with displays as requested according to events.
- Under the direction of the Librarian, creates displays for promotion of resources and programs.

3.7 Supports students in their research in preparation of activities as directed by the Librarian.

- Assists debating teams as they prepare in the library with resources and leads for internal and external competitions.
- Supports students in their preparation of Readers' Cup at the direction of the Librarian.
- Supports students preparing for Tournament of Minds, Model United Nations, da Vinci Decathlon.

3.8 Assists in the planning and delivery of library services supporting the recreational needs of students.

- Supports the Librarian in opening the library for students before school, during recess and lunch to browse and read.

- Sets up recreational activities for students such as cards and board games in pairs and groups.
- Supports student connection with the library with weekly advertising of lunch time activities in the library for Year groups.
- Supports the Librarian in initiating special occasions in the library for student engagement and involvement.

4. Models and fosters collaborative and personal leadership within the College community.

- Models effective interpersonal communication skills, including the skills of effective listening, conflict resolution, negotiation and mediation.
- Contributes effectively to the Library workplace and its discussion of College issues.
- Implements decisions of the College Leadership Team specific to the role.
- Seeks professional development opportunities so as to be competent and confident in the role and familiar with best practice in the work of a Library Assistant.
- Undertakes delegated responsibilities for Workplace Health and Safety.
- Is a member of, and networks with, relevant professional bodies.
- Participates in College functions, in a positive and contributing way.
- Undertakes other duties as specified and delegated by the Librarian.
- Is loyal to the College Principal and the College Leadership Team.

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