Librarian Digital Support Services

**GENERAL**
The Librarian Digital Support Services is appointed by the College Principal and works in collaboration with and under the immediate direction of the Principal or their delegate. The role holder will work with the library team, teaching staff and students of the College to deliver high quality library services to the College community. The role holder will also be committed to best practice within libraries particularly within the context of boys’ education. They will also be responsible to, and report on, all aspects of the role to the Head of Library.

**KEY CHARACTERISTICS**
The Librarian Digital Support Services will:

- be committed to the goals, ethos of Catholic Education and Mission of Edmund Rice Education Australia (EREA) and the College;
- have an awareness of and support for the Charter and key EREA policies, procedures and practices;
- display a high level of professional competency and ensure that their behaviour and personal presentation reflect the College's values and professional expectations;
- be committed to self-development and ongoing professional development;
- strive to live a lifestyle which, by its witness and example, is compatible with the Gospels;
- be committed to the religious dimension, personal care and academic climate of the College;
- be committed to Christian Leadership through vision, service and example;
- provide Christian Leadership in the performance of leadership duties within the role;
- be committed to a Professional Development program that assists in being conversant with the educational issues and best interests of boys’ education;
- be committed to building our community - the Terrace Family;
- have knowledge and awareness of Workplace Health and Safety, Risk Management requirements and Equal Opportunity and Anti-Discrimination requirements applicable in the work environment;
- respond to the operational needs of the College and to other duties as directed by the Principal or their delegate;
- possess library transaction skills at an advanced level;
- possess a thorough knowledge of a library management system, Access IT or equivalent;
• possess an advanced level of cataloguing skills, including original cataloguing skills, using tools such as SCIS record downloads, WebDewey, Trove and Library of Congress databases;
• understand collection management processes and policy;
• be able to deliver generic presentations on research methods (e.g. database usage) and reading recommendations to individuals and or groups;
• be able to navigate digital platforms, possess high level word processing and spreadsheeting skills;
• be able to create curriculum resources in response to task sheets;
• possess serials management skills including ordering, claiming and the renewal process.

► SELECTION CRITERIA

• Commitment to the ethos of Catholic Education
• Commitment to the Mission and the ethos of Edmund Rice Education Australia (EREA) and St Joseph’s College, Gregory Terrace
• Commitment to professionalism and competence in behaviour and work
• Commitment to pastoral care of students
• Demonstrated competencies in the professional duties and responsibilities as set out in the role description

► PROFESSIONAL DUTIES

The position of Librarian Digital Support Services has the following general responsibilities:

• operating of the circulation desk, shelf maintenance, Terrace Library email so that an ongoing whole-team approach to Library Services is evident;
• providing support for the teaching and learning programs of the College including the 1:1 BYOD programs;
• providing clerical and technical support for the acquisition, circulation and maintenance of resources;
• maintaining the physical and digital library environment at a consistent and an appropriate level as per the College’s Collection Development Policy;
• reviewing library records for errors and omissions and make corrections and additions using cataloguing standards and tools: descriptive cataloguing (SCIS Standards & SCIS Subject Headings); classification (Dewey Decimal System), and machine-readable cataloguing (MARC records);
• addressing issues in accordance with routines, methods and procedures as per the Terrace Library Procedures Booklet;
• responding to enquiries from staff, students, parents and the general public and address enquiries and issues in accordance with routines, methods and procedures.
• supervising students when required;
• undertaking Circulation Desk duty as required, with knowledge of library transaction skills;
• assisting with stock-take, storage and collection management of resources in library and site libraries under the direction of the Head of Library Services.
• assisting with and undertaking other duties as directed by the Head of Library Services including resourcing, setting up displays, and assisting with library functions;
• providing students and staff with efficient and timely access to information including the effective use of the library management system and accessing electronic resources;
• maintaining professional relationships with external providers of library services and resources;
• sharing ideas and improving operations, recommending, supporting and implementing continuous improvement activities and process changes to optimise and improve the quality of library services;
• delivering generic class presentations to assist students and teachers with research methods including using of online databases and other research sources;
• delivering generic class presentations to assist students and teachers with reading recommendations;
• digitising print resources;
• complying with copyright guidelines and regulations;
• contributing to and maintaining written procedures and guidelines for library services;
• promoting library events and resources;
• familiarity with Web 3.0 tools and social media to promote reading and research with a knowledge of literature for adolescents and young adults;
• prioritising competing tasks and completing in a timely manner;
• teaching role specific duties to other library staff;
• learning role specific duties from other library staff.

The position of Librarian Digital Support Services has the following specific responsibilities:

• managing and maintaining the catalogue data quality assurance with reference to relevant national and international standards. Evaluating SCIS record downloads for all library resources (except AV) and amending SCIS record data when required. Original catalogue when required;
• Liaising with LMS and other digital providers for technical support when errors or queries occur and perform housekeeping when required;
• creating and managing collections of print materials for units of work as requested by teacher librarians;
• using a comprehensive understanding of technology and computer applications to develop online resources for staff and students;
• entering and editing information on various digital platforms such as Libguides (eScholar);
• creating subject assignment help pages in response to research tasks in the library website (libguides) as requested by Head of Library with limited supervision;
• searching online databases and other online sources for assignment support;
• implementing the latest technologies and innovations in libraries and disseminate information to relevant staff;
performing other duties as directed by the Head of Library Services;
• design, create and demonstrate digital artefacts using Adobe Creative Suite to support teaching and learning and library services;
• design, create graphics and layouts on various digital platforms such as the library webpage and escholar
• liaising with Library staff, Learning Leaders, Information Technicians and Book Hire regarding the curation of digital resources and texts;
• assist in advice about the preservation and storing of digital resources and material.

► CONDITIONS OF EMPLOYMENT
This is a part-time, term time 3 days a week role.
The role holder is required to demonstrate competency involving the self-directed application of knowledge with substantial depth in some areas. A range of technical and other skills apply to this role and it functions in both varied and highly specific contexts. Competencies are displayed independently and both routinely and non-routinely. Discretion and judgement are required in planning and selecting appropriate equipment, service techniques, and work organisation for self and others. Work is performed under general supervision and/or broad guidance depending on function. Responsibility for the planning and management of the work of others may be involved.

The position is a term time position with the hours each day commencing 7.30am to 3.30pm or 8.30am to 4.30pm or 8.00am to 4.00pm. The role holder will possess an undergraduate or postgraduate qualification in Library and Information Services (or equivalent as recognised by ALIA). The role holder will actively engage in appropriate Professional Development.