Position Description – Research Librarian

Position Overview

The Research Librarian:
- is appointed by the College Principal;
- reports directly to the Head of Information Services;
- works under the direction of the Head of Information Services;
- is a term time position

Purpose of Position

As part of the Library team, the role of the Research Librarian is to ensure that the College community has access to superior library programs and services which are student-centred, and which cater for a diversity of learning styles. The Research Librarian will focus on the development of academically-rigorous research skills and independent study skills within an energetic and vibrant study space. The Research Librarian will foster a love of reading, both as a key learning tool and as a life-long pleasure. The Research Librarian will also assist with the development and maintenance of a diverse resource collection.

Key Characteristics

The Research Librarian will:
- be committed to the goals, ethos and Mission of the College as a Catholic School in the Edmund Rice tradition;
- have an awareness of and support for the Charter and key Edmund Rice Education Australia (EREA) policies, procedures and practices;
- display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations;
- strive to live a lifestyle which, by its witness and example, is compatible with the Gospels;
- be committed to self-development and ongoing professional development;
- be committed to building the St. Patrick’s community;
- have knowledge and awareness of applicable Workplace Health and Safety and Risk Management requirements and Equal Opportunity and Anti-Discrimination requirements;
- respond to the operational needs of the College and to other duties as directed by the Principal or their delegate;
- have excellent interpersonal skills and highly proficient IT skills.
Professional Duties

The Research Librarian is responsible for:

- conducting their work within the Library in the light of the values and ethos of a Catholic school in the Edmund Rice Tradition;
- supporting teachers and students with the development of academic research skills such as learning appropriate search strategies, discerning resource selection, assessment of resource credibility and accurate referencing techniques, under the general direction of the Head of Information Services;
- assisting students to effectively learn how to search academic databases, other external libraries and other credible online resources;
- assisting the Head of Information Services with providing in-class support for students and teachers during research classes;
- providing individual assistance for students needing help with research, information skills and resource selection;
- assisting students with developing independent study skills as they learn to work effectively within the Library space;
- encouraging students to read for pleasure;
- supporting students in the selection of interesting and engaging reading materials for pleasure;
- supervising students during lunch hours and after school with and without a teacher;
- providing after-school support for students wishing to stay and study;
- oversight of the AV systems such as ClickView;
- cataloguing and accessioning of all AV materials and equipment;
- subject cataloguing a diverse range of resources with reference to task sheets and other curriculum documents to improve the searchability and accessibility of resources by students;
- assisting the Library Assistants with cataloguing all new resources including books, magazines, digital and other resources, as required;
- understanding and implementing copyright requirements when necessary;
- assisting the Head of Information Services with the maintenance and development of the Library Management Systems, REALM and Research Guides, as required;
- helping with Men of Word Week activities, Book Week, Computer-Free Friday and other Library events as required;
- helping with resource management through circulation duties, shelving, stocktake, covering and repairs, as needed;
- assisting with textbook hire especially the issuing, returning and maintenance of textbooks;
- supporting the visual presence of the Library by helping with displays and with tidying the library spaces, shelves, book room, circulation desk and storeroom, as needed;
- regularly communicating with the Head of Information Services to support the effective operation of the Library’s programs and processes;
- familiarising themselves with the expected duties of all Library Assistants to ensure the effective operation of the Library when staff members are absent;
- modelling superior client services through attention to detail and excellent oral and written communication skills;
- other appropriate duties as required by the Principal.