

Position Description



Position	Langer Library. Library Assistant
Purpose of position	<p>The Library Assistant will assist the Senior Librarian in fostering the effective and efficient functioning of the Langer Library and the Theile House Study Centre. This position requires specific skills as well as professional, discreet support to the Langer Library staff, the Junior High and Senior School staff, students and the wider school's community.</p> <p>The Library Assistant is required to demonstrate competency in a variety of library skills managing aspects of routine library procedures, maintaining the efficient functioning of the Langer Library and supporting the Senior Librarian in the delivery of library services.</p>
Position type	Corporate
Related positions:	
Primarily reports to	Senior Librarian
Dotted line reporting	
Key stakeholder(s)	Senior Librarian, Staff, Students, Junior High and Senior School Community
Direct people manager for	N/A

Position deliverables

Key focus area: Duties and Responsibilities

Acquisitions, Cataloguing and Classifying

- Under the direction of the Senior Librarian, manage the accessioning of all resources to the library collection in accordance with the Dewey Decimal System.
- Load MARC records from the online SCIS database and manage the library system to process and catalogue resources.
- Order and download (to Infiniti transfer file) SCIS catalogue records for new resources.
- Identify resources which require original cataloguing and action accordingly.
- Locate/create cover images & append to resource catalogue records.
- Maintenance of author, title, and subject-authority files.

Circulation

- Assist with the day-to-day management of the circulation desk and associated duties.
- Maintain up-to-date patron records on Infiniti.
- Supervise clientele in the circulation (loan & return) of resources via Infiniti.
- Action the recall and collection of loans at designated times/as needed.
- Shelf library resources.
- Process staff and student requests.
- Correspond with parents with regards lost and long-overdue books as required

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Stocktake

- Assist in the execution of stocktakes at designated times.
- As directed archive and delete culled resources from the collection and dispose of in accordance with the Collection Development Policy

Services, Systems & Equipment

- Assist clientele to use Infiniti, Langer Library webpage, databases, eBook platforms such as OverDrive, internet & other electronic systems and resources.
- Opening and closure of the Langer Library and Theile House Study Centre as required.
- Updating Langer Library LibGuides pages as required
- Provide assistance and supervision of Langer Library and the Theile House Study Centre.
- Mark electronic rolls and follow procedures as required in the Study Centre and Langer Library.
- Advise users about the collection and assist with reference queries.
- Monitor care and maintenance of the Langer Library and Study Centre facilities.
- Arrange equipment and furniture for our special events as requested.

Public Relations / Promotions

- Assist in the production of library promotional materials, author visits, events, regular displays and updating of noticeboards.

Other Duties

- Some night work maybe required in conjunction with the library's opening hours
- Have a thorough understanding of the Copyright Legislation in order to support and communicate with staff and students.
- Perform a range of general duties including assisting in the preparation for class lessons, book repairs, and shelving.
- Arrange maintenance of computers, scanners, photocopiers and order consumables as required
- Manage an ongoing Professional Development Programme
- Other duties as directed by the Senior Librarian

Key focus area: Workplace Health & Safety

Responsibilities

The College is bound by the provisions of the *Work Health and Safety Act 2011* (the Act) which provides the legislative framework for workplace safety in Queensland. The Act protects employees, other persons at work, and members of the public who enter a workplace. It also creates significant responsibilities for individuals, notably Heads, managers and employees. Achievement of the College's WH&S objectives depends on the cooperative efforts of everyone concerned.

The employees of the College (including Contractors) are required to:

- Take care to protect their own health and safety, and that of their fellow workers.
 - Comply with statutory requirements, College policies and procedures and all lawful instructions of managerial and supervisory staff.
 - Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers.
 - Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance.
 - Set a personal example.
 - All employees must report all hazards and incidents to their Supervisor and the HR Department. Non-conformance with policies, procedures and lawful instructions
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Key focus area: All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour

Responsibilities

- Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos
 - Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required
 - Demonstrates four professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication
 - Uphold Code of Conduct and Valuing Safe Communities standards
 - Health and Safety:
 - take reasonable measures to protect their own health and safety and others
 - follow all reasonable Health and Safety policies, guidelines and directions
 - if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.
 - Understand and uphold standards in policies and other reasonable directions as directed
 - Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement
 - Actively and effectively participates in reasonable directions provided
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Selection Criteria

These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. It is inclusive of essential knowledge, skills, experience and behavioural competencies.

SC1 - Qualifications

- Experience in a Library position and/or Tertiary qualifications in Library Technology Library Services (Certificate/Associate Diploma/Diploma) would be an advantage.

SC2 – Personal Capabilities

- Effective verbal and written communication and interpersonal skills.
- Well organised, able to establish own routines, meet deadlines
- Good verbal communication skills
- Attention to detail
- Ability and willingness to learn new skills
- Experience working with young children

SC3 - Demonstrated interest in children's and young adult's literature and literacy.

SC4 - Proficiency in the Infiniti Library System (Concord), databases and eBooks systems.

SC5 - Organisation, management of spaces and ability to meet deadlines.

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SC6 - Ability to work in a close team, following directions, work independently as well as keenness to be an innovator.

All employees

SC-E1 - Personal capabilities

- Demonstrated ability to exemplify care, dignity and respect, delivered through high personal accountability for professional workplace conduct
- Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College’s strategic and operational objectives and values.

SC-E2 – Christian Ethos

- An understanding of, respect and demonstrable support for the College’s Christian ethos.

General Requirements

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- Compliance Requirements**
- Right to Work in Australia
 - Blue card

Terms and conditions

Enterprise Agreement Classification: School Officers Award

Working arrangement: 40 Weeks/Year 23 Hours/Week

Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement.

Location: St Peters Lutheran College Indooroopilly
66 Harts Road, Indooroopilly QLD 4068

All employees be required to travel to different locations to fulfil the requirements of their position.

Effective as at: September 2024