



Position Description

Position:	Library Technician (Information Services)
Position Status:	Full-time, ongoing, Term time only
Classification:	Level 5, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Head of Library Services. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

PLC's Learning Resource Centre includes a modern Senior Library, Multi-media studios, Audio Visual (AV) and Digital Technology laboratories. The Senior Library houses a large print and digital collection which reflects the depth of PLC's curriculum. The design and layout of the collection creates a diverse range of teaching and learning spaces for research, classes, independent study, and recreational reading. PLC Libraries provide access to a breadth of information in an internationally focused, balanced collection in a range of formats.

Position Overview

The Library Technician (Information Services) is part of the Library Services department which incorporates the Senior and Junior Libraries, Video Resources, and Archive in the College.

In consultation with the Head of Library Services and the Workroom Coordinator, the Library Technician (Information Services) will work as part of the Senior Library team to provide information and cataloguing services to students and staff at the College. This role involves accessioning, cataloguing, subscriptions, and assisting Teacher-librarians in the provision of information pathways using a variety of digital platforms.

Key Responsibilities:

Examples of duties include but are not limited to:

Library Technician Duties

- undertake non-fiction cataloguing in all formats, digital and print for the main library collection
- organise and keep current and detailed records of department and Library newspaper orders and invoices each year and direct invoices to Head of Library Services for payment
- organise and keep current and detailed records of the fulfilling of the statutory provision of Legal Deposit of PLC publications under the Copyright Act 1968, as detailed in the Library Services Policy
- specialist cataloguing such as LOTE resources, music scores, manuscripts; including organising all specialised translation, collating, processing, stamping and labelling of these resources
- organise all end-processing tasks including:
 - download SCIS catalogue records for all accessioned resources as directed
 - for all resources that do not have SCIS catalogue records; prepare by tagging and stamping the pack and organise the dispatch of these resources to SCIS for source catalogue records to be attached; or catalogue in-house using Libraries Australia record as guide
 - source cataloguing where required
 - ensure all resources returned from SCIS are unpacked, scanned and shelved on the workroom cataloguing shelves
 - print spine labels and check for accuracy
 - stamp, label, and security tag all resources as directed
 - cover resources for Departments and urgent items as directed
 - organise resources for dispatch to book covering services as required
- support the provision of resources and maintenance of information pathways on the Libguides digital information pathways under the direction of Head of Library Services
- oversee Periodicals / Journals / Serials:
 - order, catalogue, receive and route
 - maintain Periodicals module in LMS
 - maintain database of these subscriptions; dates due, invoices, documentation
- oversee the Library Committee:
 - construct and maintain the Library Committee roster



- keep records of duty hours and maintain student participation and training records
- provide Library Committee participation information as requested
- support the Workroom Coordinator to ensure IB Academic Integrity:
 - assist in setting up Year 12 IB classes and assessment tasks in Managebac at the start of the academic year
 - assist in the processing and printing of Turnitin reports for Teacher-librarians to review and feedback to students and staff, as assessments are submitted

General Library Duties

- work as part of a team in a library and information service environment
- respond to enquiries and provide advice and assistance to library users
- perform circulation duties on the information desk as rostered
- perform open and close duties as detailed in procedures as rostered
- assist with loan and reference queries at the information desk and assist clients with how to use information services
- assist with internet and online database searches
- supervise students in the library
- supervise Library Committee duties in the library
- promote and market library resources and programs
- maintain an organised and well-presented library
- re-shelf returned library resources and perfect order as directed
- maintain library resources, records, and systems
- enter and edit data into computerised databases as directed
- operate photocopiers and other IT and AV equipment
- undertake copy cataloguing and classification as directed
- undertake processing and repair of resources as directed

Other Duties

- as directed by the Head of Library Services
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Head of Library Services
- Library Services Team
- Senior School Students
- Senior School Teachers and Staff
- Local, State, and National Libraries

Mandatory Qualifications / Registrations / Certifications:

- a Diploma of Library / Information Services
- eligibility for current certification and professional membership / recognition with the Australian Library and Information Association (ALIA)
- current Employee Working With Children Check (WWCC)
- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate



- MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills and Experience:

- demonstrated experience with current Library systems and digital resources
- demonstrated experience and commitment to offering high level customer support to a wide variety of users with different demands (in person, via phone or email)
- knowledge of Copyright in educational institutions
- experience in an educational environment, desirable
- familiarity with Access IT, SCIS and Libraries Australia, desirable

Key Attributes:

- desire to work with students and staff in a curriculum-focused school Library environment
- ability to work independently and collaboratively as required
- calm under pressure
- a warm, positive, and considerate manner
- ability to troubleshoot and provide solutions with systems and equipment
- ability to plan ahead, prioritise, and manage the day-to-day workflow
- possesses a strong work ethic
- strong written and excellent verbal communication skills
- a strong desire for accuracy
- a proactive and continuous improvement approach
- a commitment to the continual upgrade of personal skills and qualifications
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.

Dr Emma Burgess
Principal

February 2026

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive