



QULOC Graduate Librarian Program Guidelines

Program purpose

To offer a new graduate an opportunity to work in an entry level professional position within different academic library settings.

Program administration / coordination

The preferred employment model is for the institution where the graduate librarian commences to employ the individual for one year. The graduate librarian/employee will then be seconded to the other institutions in the individual's program.

Where this cannot be achieved due to human resources policies or legal restrictions in the institutions participating in the program, each participating library should employ the graduate librarian directly. In these circumstances, the differences in employment across the institutions, possible impact of a break in continuous employment by one employer, and other issues, should be explained to the graduate librarian at the commencement of the program.

A nominated program coordinator will:

- coordinate the recruitment of the Graduate Librarian
- work with each participating library to design an appropriate program
- coordinate evaluation of the program, as outlined below, and
- be a central point of contact for the Graduate Librarian, participating libraries, QULOC Staffing Issues Working Party, QULOC University Librarians, etc.

Recruitment

Applicants must meet the eligibility criteria:

- Applicants must have or be scheduled to graduate from a Librarianship course offered by an Australian University in the year that applications are called for to be able to participate in the program in the following year.
- Applicants must be domestic students or have the right to work in Australia.

Regional Libraries

Where regional university libraries are participating in a program:

Regional university libraries may provide advice and assistance regarding local accommodation. However, ultimately the Graduate Librarian will be responsible for securing accommodation appropriate to his/her needs.

The period of employment at a regional university library may vary from the program norm. This will be negotiated during the design of the program.

Program design

- The program will be designed at the outset of the 12 month program.
- The participating libraries will consider workload and priorities and advise of appropriate opportunities (with corresponding position responsibilities) within their respective libraries. This will ensure the Graduate Librarian can gain experience, exposure, and be challenged in areas they may not be aware of, and areas of academic librarianship not covered within their library degree.
- The Graduate Librarian should also nominate their preferences and priorities for development and experience.

- The program could involve the Graduate Librarian building on skills within one particular area of expertise across the three participating libraries, for example 'reference librarian' (or equivalent) experience across all three libraries. Alternatively, they could gain experience in different areas across the libraries, for example, reference librarian (or equivalent) experience with the first library; library IT/eservices experience with the second; technical services (or equivalent) experience with the third library.
- While a program should be designed prior to commencement, it should retain enough flexibility that the program coordinator, participating libraries, and the Graduate Librarian can, in consultation, alter the program during its course. This is primarily in recognition of LIS graduates being unaware of some areas of academic library strategic business and operations.
- The Graduate Librarian should develop and carry a summary of work completed at each institution (or a reflective journal, ePortfolio, etc), during their term to ensure that their supervisor and staff at each institution are aware of the Graduate Librarian's experience during their prior placements.

Participant support.

- The Graduate Librarian should undertake an induction/orientation program as any other staff member would.
- The host library is responsible for communicating with their own Library staff regarding the role and its purpose. Communication should highlight that the Graduate Librarian is a staff member (not a fieldwork student).
- Assignment of a buddy and/or a mentor is recommended.

Program evaluation: employer evaluation

The program should be evaluated (pre-, during, and post-) program in terms of:

- The Graduate Librarian's skills and capabilities (pre-); progress towards their objectives (during) and the growth in the Graduate Librarian's skills and capabilities (post).
- Effectiveness (during): This could be evaluated via a semi-structured interview with the Graduate Librarian
- Deliverables (post): Supervisor's assessment of what the Graduate Librarian contributed to the institution
- Employability (post): Whether the Graduate Librarian is able to secure ongoing employment

Program evaluation: participant evaluation

The Graduate Librarian should evaluate (pre- and post-) the program in terms of:

- The Graduate Librarian's skills and capabilities (pre-, self-assessment); progress towards their objectives (during; self-assessment) and the growth in the Graduate Librarian's skills and capabilities (post; self-assessment).
- Semi-structured interview with the program coordinator
- Reflection on their experience via a blog, ePortfolio, or similar for reflective commentary.

Program timing/duration

- 12 month program is recommended, with three placements, each of four months
- As noted above, the duration for each participating library may alter, contingent upon the participation of regional universities
- If ongoing employment opportunities arise during the course of the program, the QULOC Graduate Librarian will be supported if they choose to apply for such a position.