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## LIBRARY ASSISTANT ROLE DESCRIPTION

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### ROLE PURPOSE

St Patrick's College Library Assistants work in a learning community to assist in developing the library as a centre of learning, in promoting and delivering supportive and effective facility for all members of the College community. The Library Assistant is part of the support staff team.

Responsible to: College Principal

Reports to: College Librarian

Hours of work: 8am to 4pm

### KEY AREAS OF RESPONSIBILITY

1. Support Librarian and Library Technicians in implementation of College library strategic plans and initiatives:
  - a. Maintenance of collections of library resources
  - b. Creating displays to promote library initiatives or communicate information
  - c. Implementation of new initiatives
2. Service Desk
  - a. Circulation
  - b. Communication
    - i. Answer enquiries; refer teachers and students to relevant senior person for professional assistance
    - ii. Instruct teachers and students in use of library systems (eg locating items, reference systems etc)
    - iii. Edit and update physical and online communication channels
    - iv. Communicate availability of new acquisitions/resources to teachers and students
  - c. Support – level 1 help – assist students and teachers with general BYOD and laptop enquiries
  - d. Support – duty of care – assist Librarian and Library Technicians with monitoring student attendance and supervision of students working in the library
3. Circulation
  - a. Lend and collect library resources
  - b. Enter and update staff and student records in library management systems
  - c. Support the Librarian in curation of resources to meet student and staff learning and teaching needs
  - d. Perform collection maintenance according to established procedures, including shelf tidying, sorting, returning of resources to shelves, files, or other designated storage areas, textbook duties, repairs and maintenance of physical resources, and periodic stocktakes
  - e. Assist in the delivery of textbook services to teachers and students
4. Accessioning Resources
  - a. Provide assistance to Librarians and Library Technicians in the acquisition and maintenance of collections library resources



- b. Assist in maintaining the library collection in accordance with the Collection Development Policy
  - c. Create and update online resources and documentation in library management and learning management systems
  - d. Prepare new acquisitions for shelving or designated storage areas
5. Professional development
  - a. Seek and undertake training to develop relevant knowledge and skills
  - b. Attend regular staff and team meetings
6. Other duties as required – for example (but not limited to)
  - a. Performing clerical activities such as filing, typing, word processing, photocopying, mailing out material and mail sorting
  - b. General school support duties (as required) such as assisting staff and students with locker enquiries and administration of student transport scheme

## **KNOWLEDGE AND ABILITIES**

- Commitment to the mission and values of the College
- Communication skills: effectively communicate ideas in written and oral form
- Reading skills: effectively read and understand information in emails, reports and memoranda etc
- Comprehension: ability to comprehend and follow verbal and written instructions
- Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division)
- Time management: set priorities in order to meet assignment deadlines
- Self-reliance: able to work unsupervised for periods of time
- Computer skills: advanced computer knowledge and skills – proficient in the use of Microsoft applications

## **PHYSICAL DEMANDS OF POSITION**

- Sitting, standing, walking and occasional climbing (of step ladder)
- Bending, twisting and reaching
- Talking and hearing (use of telephone)
- Lifting and carrying: 3 kilograms or less
- Handling: processing, picking up and shelving books, pushing/pulling objects (15 to 30 kilograms) on trolleys between locations

## **EDUCATION AND EXPERIENCE**

- Tertiary qualification in a related area
- Keyboarding and general office experience
- Some previous library work an advantage

## **ENVIRONMENT/WORKING CONDITIONS**

- Inside work environment
- Some outside work when assisting with whole school or promotional events
- Attendance at staff meetings during working hours