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## LIBRARY TECHNICIAN ROLE DESCRIPTION

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### Classification

Level 3 – NSW Catholic Independent Schools (Support Staff – Model B) Multi-Enterprise Agreement 2017

Responsible to College Librarian

### Library Desk Duties

- Assist staff and students with information requests
- Supervise students using the library
- Provide general circulation desk assistance

### Other Duties

- Accession materials to cataloguing ready level for the senior library technician
- Download copy cataloguing records for materials accessioned
- Catalogue hardcopy journals
- Circulate and oversee smooth dissemination of hardcopy journals to all relevant faculties and staff members
- Maintain teacher resource collection in staff common area
- End process books
- Bill overdue/lost items and notify the Business Manager
- Add new students and staff to relevant library and IT systems
- Provide frontline/first line IT support
- Maintain supply of library materials
- Maintain digital services, including Clickview and TV4Ed

### Duties in conjunction with the Senior Library Technician

- File checking and maintenance in Destiny
- Liaise with suppliers re resource availability