

POSITION DESCRIPTION

Position	Library Officer, Resources & Collections		
Position Number	2795A01	Level/ Classification:	HEW0304
Reports to	Senior Library Officer, Resource Acquisition		
Unit	Resources & Collections		
Directorate	Student & Library Services		
Positions Supervised	0		

Position Purpose

Library Officers work as part of a team and perform a range of tasks and activities depending on the team to which they are assigned. Under the supervision of the Senior Library Officer, Resource Acquisition, this position will perform a variety of tasks associated with the acquisition, description and maintenance of the Library’s collections, including receipting, invoicing, describing, end processing, relocating and deselecting materials as required to maintain an up to date collection for the University’s teaching, learning and research activities.

About Murdoch University

Murdoch University helps people discover how to make a difference, through education and research endeavor, and remains one of the most inclusive universities in the country, providing students with quality education and recognised academic standing within an engaging and caring environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief.

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. We are a young, innovative and enterprising university with more than 23,000 students and 1,700 staff across Perth, Singapore and Dubai. We are committed to high quality education, innovative research, and strong community engagement both locally and internationally.

Our [Strategic Plan and Future Horizon 2017-2027](#) outlines an ambitious blueprint for development and growth, with a focus on one purpose: to be a creative force for current and future generations.

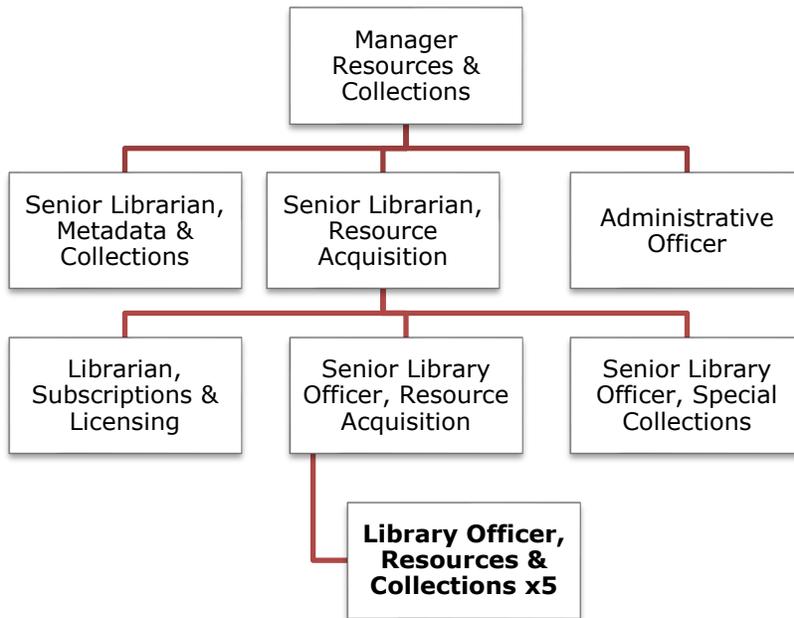
We are clear about our two core goals: to educate free thinkers who thrive in society and are sought after by employers; and, to provide life changing solutions for the world’s big challenges through our outstanding translational research and innovative practice.

About the Work Area

The Library is primarily responsible for providing information resources and services to the academic community in support of learning, teaching and research. The Library provides a friendly, engaging and professional service, focused collections, training and assistance in the location and use of information resources and an environment conducive to study.

The Resources & Collections section of the University Library is responsible for the acquisition, access, metadata, and overall management of the University's Library physical and digital collections and resources, including special collections.

Reporting Relationships



Key Responsibilities / Duties

1. Perform document delivery services to patrons both on and off campus
2. Participate in collection maintenance and in the evaluation of collections and resources
3. Contribute and maintains records in the Library's integrated management system
4. Harvest bibliographic records from appropriate sources
5. Place orders and processes invoices for material in all formats
6. Process received items including the provision of access to electronic resources
7. Carry out, and assist with, other duties as required.

Guiding Principles and Values / Code of Ethics and Code of Conduct

The founding principles upon which Murdoch University was established continue unabated today. We continue to be guided by the principles of:

- Equity and Social Justice
- Opportunity
- Sustainability
- Global Responsibility

These Murdoch principles come to life through our culture as evidenced by being an institution where the following are clear:

- Integrity
- Respect and Diversity
- Purpose
- Excellence and Future-focus

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed [here](#). A Commencing Development Review should be completed within 3 months of commencement.

Selection Criteria

Essential

1. Completion of Year 12; or equivalent relevant experience or combination of relevant experience and education/training
2. Demonstrated ability to communicate effectively with a range of client groups and with colleagues
3. Demonstrated ability to provide excellent client services
4. Demonstrated ability to work both as part of a team and independently as required

5. Demonstrated competency in the use of IT applications, personal computers, and the Internet
6. Demonstrated ability to work accurately and with attention to detail

Desirable

1. Previous experience working in a library
2. Previous experience working with invoicing and receipting procedures, especially in a library context
3. Previous experience working with interlibrary loan and resource sharing services
4. Previous experience working with editing and maintaining bibliographic records

Work Requirements

There are no special requirements.