

State Library of Western Australia Contract Cataloguers - At-Risk Audio-Visual Digitisation Project

Introduction

The State Library of Western Australia (SLWA) plays a key role in empowering Western Australian individuals and communities, transforming their lives by connecting them to information and ideas. The State Library collects materials of international significance to capture, preserve and tell the stories of WA's rich history. It also delivers a wide range of services, programs and events to inspire creativity, curiosity and support lifelong learning.

SLWA seeks contract cataloguers with demonstrated expertise and experience in cataloguing and describing library resources to appropriate standards. Experience cataloguing audio-visual formats using Library Management Systems and supporting systems is highly desirable.

SLWA's audio-visual collections are held on a range of formats and form part of the highly valued WA Heritage Collection. The content spans more than 100 years and varies widely from broadcast standard to amateur recordings and includes a range of government and private sector productions, motion picture films, short films, advertisements, documentaries, music, interviews, and personal recordings capturing people, places, and events unique to Western Australia.

Scope of Work

Duties include but are not limited to:

- Original cataloguing, indexing and describing audio-visual collection material to relevant standards
- Reviewing physical and digital material and writing accurate and succinct summaries
- Selecting subject headings in line with SLWA and Library of Congress Subject Headings
- Editing and enhancing existing bibliographic records to meet current standards
- Maintaining accuracy and consistency of data within the library management system
- Tracking and updating progress in the project's Excel spreadsheet
- Working collaboratively with the project team and SLWA's cataloguing team
- Other duties as required

Experience Required

- Bachelor of Arts (Librarianship and Corporate Information Management) or relevant equivalent
- Demonstrated knowledge of bibliographic principles and standards at national and international levels, particularly in relation to resource description and access
- Considerable knowledge and experience cataloguing in a library environment
- Experience with audio-visual collections is highly desirable
- Experience with Sierra Library Management system is highly desirable

Service Period

The initial service period is three months with the possibility of extension. Hours are negotiable. Must have an Australian Business Number (ABN).

Deliverables

Working under the direction of the SLWA Digitisation Project Manager to achieve deliverables in line with deadlines, as agreed at the start of the engagement.

- Enhancement of cataloguing description for digitised content from SLWA's audio-visual collections (approximately 4000 records divided into weekly milestones)
- Working to set timelines with regular milestone check-ins

Reporting

The contractor will report to the Digitisation Project Manager.

Expression of Interest

For more information about this opportunity, please contact Farah Kabbani, Digitisation Project Manager, 9427 3297 or email farah.kabbani@slwa.wa.gov.au

Please attach a resume and cover letter outlining your skills and experience. Please also include details of suitable referees who may be contacted.

Background

For more information about the State Library and the At-Risk Audio-Visual Digitisation Project, please refer to the [Annual Report 2023-2024](#).