

Library Technician

Title	Library Technician
Classification	Full Time – Ongoing
Category	Category B – Level 2
Hours	8:00am to 4:00pm
Key Reports	College Librarian Deputy Principal Learning & Teaching
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Support Staff

Purpose of the Position

The Library Technician supports the effective day-to-day operation of the College Library by assisting with resource processing, cataloguing, circulation services, technology management, and student supervision.

Working under the direction of the College Librarian, the Library Technician ensures the library remains an organised, welcoming, and engaging environment that promotes literacy, learning, and student wellbeing. This role contributes to the efficient running of library operations by maintaining accurate catalogue records, preparing resources, assisting staff and students, and supporting the delivery of library programs and events.

The Library Technician presents a professional, friendly, and service-oriented profile on behalf of the College and upholds the Catholic values of Live Fully, Act Justly through high standards of organisation, communication, confidentiality, and teamwork.

Key Contacts

- College Librarian
- Deputy Principal Learning & Teaching

Key Roles and Responsibilities

The Library Technician is responsible for undertaking the following duties under the guidance of the College Librarian. They will:

Library Operations & Circulation

- Assist with the daily running of the library, ensuring a safe, tidy, and welcoming environment.
- Manage day-to-day library functions when the Librarian is absent.
- Issue overdue notices and follow-up correspondence to students and families as directed.
- Update patron records and circulation information within Destiny.

- Assist with displays and library promotions that encourage reading and student engagement.
- Support the organisation of library events, including Book Week, author visits, and reading initiatives.
- Help select and prepare resources for faculty needs and student use.
- Shelf books, maintain collection order, and monitor the general condition of resources.
- Provide frontline support to staff and students, including basic research assistance and resource inquiries.
- Prepare topic-based book boxes and curated resource sets as required.

Resource Processing & Cataloguing

- Process, cover, repair, and maintain books and audio-visual materials.
- Catalogue new resources in the Destiny Library Management System following established standards.
- Maintain consistency and accuracy of catalogue records to support uniformity across the collection.
- Maintain and update magazine subscriptions and periodical displays.
- Complete laminating and spiral binding tasks as requested.
- Ensure all backroom processing and cataloguing tasks remain up to date.

Technology & Digital Resource Support

- Ensure cameras and related devices are charged, labelled, and accessible.
- Create digital displays and book promotions for the library television.
- Upload photos from cameras and Pixivity in a timely and organised manner.
- Assist in maintaining accurate cataloguing for eBooks, audiobooks, and other digital resources.
- Support staff and students with basic troubleshooting related to library technology.

Student Supervision, Library Environment & Administrative Support

- Supervise students before school, during recess and lunch, and after school as scheduled.
- Register and monitor student attendance during after-school library use.
- Maintain a calm, respectful, and productive study environment.
- Support the Librarian with student behaviour expectations consistent with College policies.
- Assist with stocktake processes and related documentation.
- Maintain accurate records, logs, and resource tracking consistent with library procedures.
- Support administrative tasks related to library programs, communications, resource management, and displays.

Specialist Skills and Experience

- Strong organisation, documentation, and administrative capability.
- High-level digital literacy and confidence using library systems, research platforms, and online tools.
- Ability to lead library programs and coordinate events that enhance literacy and engagement.
- Demonstrated capacity to work independently and collaboratively across multiple teams.
- Strong communication skills and the ability to build effective relationships across the College community.

Qualifications & Experience

Essential

- Diploma of Library and Information Services.
- Experience working in a school library or similar environment.
- Cataloguing experience.
- Current Working With Children Check.

Highly Desirable

- Knowledge and experience with Destiny Library Management System and Pixivity.
- Experience supporting literacy or library-based programs.

Key Performance Indicators

- Accurate and timely processing and cataloguing of resources.
- Well-maintained, orderly, and appealing library environment.
- Positive interactions with staff, students, and families.
- Effective support of library programs and events.
- Consistent, reliable student supervision across all duty periods.
- High standard of administrative accuracy and record-keeping.
- Strong alignment with direction provided by the College Librarian.

Communication

- Communicate with students, staff, and parents in a calm, respectful, and professional manner.
- Provide clear, efficient written and verbal communication when responding to requests or instructions.
- Contribute positively to the service culture of the library.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. Demonstrated Knowledge of Library Operations

- Experience working in a school, public, or academic library.
- Understanding of circulation processes, collection maintenance, and library workflows.
- Ability to support the day-to-day running of a busy library environment.

2. Cataloguing and Resource Processing Skills

- Competence in cataloguing library resources, with experience using Destiny or similar library management systems.
- Ability to accurately process, cover, repair, and prepare print and digital resources.
- Strong attention to detail and commitment to maintaining accurate catalogue records.

3. Digital Literacy and Technology Competence

- Ability to use a range of digital tools, including library systems, online databases, and basic media devices.
- Capacity to create digital displays and upload/manage digital content (e.g., Pixivity, eBook records).
- Confidence troubleshooting minor technical issues encountered by staff or students.

4. Communication and Interpersonal Skills

- Strong verbal and written communication skills with the ability to engage positively with staff, students, families, and external providers.
- Demonstrated ability to provide a welcoming, student-focused service environment.
- Capacity to maintain confidentiality, discretion, and professionalism at all times.

5. Ability to Work Collaboratively Under Direction

- Proven ability to work effectively under the guidance of the College Librarian while managing day-to-day tasks independently.
- Willingness to follow established procedures, contribute to team goals, and adapt to the operational needs of the College.
- Positive attitude and flexibility in supporting library programs and events.

6. Student Supervision and Support

- Ability to supervise students across multiple duty periods, maintaining a safe, respectful, and productive space.
- Confidence supporting students with resource needs, basic research queries, and general library assistance.
- Understanding of professional boundaries, duty of care, and child-safe practices.

7. Organisational Skills and Time Management

- Proven ability to prioritise tasks, meet deadlines, and maintain accuracy in a fast-paced school environment.
- Capacity to manage multiple ongoing responsibilities such as cataloguing, supervision, processing, and digital uploads.
- Strong attention to detail and commitment to maintaining an organised, efficient workspace.

8. Commitment to Child Safety and College Values

- Understanding of child-safe practices and the responsibilities of adults working with students.
- Commitment to upholding the Catholic values of Live Fully, Act Justly in daily interactions and professional conduct.
- Ability to contribute to a positive, inclusive, and culturally safe learning environment.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.