

Position Description

LIBRARY TECHNICIAN

THE KING DAVID SCHOOL



GENERAL

The role of the Library Technician focuses on the operational and technical aspects of the Library. Library Technicians at TKDS will work as part of a team.

ACCOUNTABILITY

The Library Technicians are accountable to and directly responsible to the Head of Educational Systems and Heads of School.

GENERAL DUTIES

1. Actively assisting users to access, evaluate and apply information through the use of the Library online catalogue, the print collection, the Library online pages and online resources
2. Assisting in the development and promotion of more efficient ways to access information resources and services
3. Actively promoting reading and literature, and assisting with programs and events to further a culture of reading within the school
4. Actively assist students to locate information and resources – both physical and online
5. Assist teachers to locate and access a wide variety of resources to support their teaching units
6. Be proactive in the innovative use of technology to create and market information about the library and its services
7. Develop a responsive relationship to user requests and assist all users with their information needs, including location, access and evaluation
8. Contribute to Library displays and promotions, including designing presentations and videos to be shown on display screens at the Junior School
9. Managing and maintaining the physical and online resource collections
10. Supervising students in the libraries before school, recess and lunchtime
11. catalogue new books via SCIS and/or original cataloguing, ensuring consistency of DDC classification and that the subject headings reflect how the resources will be sourced and used
12. ensure that books are processed correctly according to established standards.
13. repair damaged books and regenerate faded book labels
14. generate bibliographies of resources available as requested by teachers
15. collect resources as requested by general teaching staff
16. assist in the compilation of resources needed by teachers and students. To take a part in the weeding of the collection so as to maintain its currency and value

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17. assist in vetting and/or compilation of websites for use by students/staff on given subjects/assignments
18. Manage Birthday Club Donations and processing for the Junior School
19. ensure that shelves are tidy and in order
20. initiate ideas for displays as well as create displays
21. generate and distribute overdue notices for students and teachers at each Campus
22. partially stocktake at the end of each term
23. assist with end of year stocktake
24. care for the general tidiness and order of the Library on a daily basis.
25. ensure that supplies around the Library are replenished: staplers, sticky tape, scissors, pens etc
26. Manage the charging of the Junior School iPads
27. be an active Library Team member

ESSENTIAL SKILLS

The Library technician must be able to demonstrate:

- Well-developed problem-solving ability
- Strong time management skills
- High level of organisational skills
- Proficient knowledge of Google Suite/MS Office
- Proficient in using technology systems (Knowledge of Infiniti and Schoolbox an advantage)
- Strong communication and interpersonal skills
- Ability to work independently and under pressure
- Library Technician or equivalent Library Science qualification
- First Aid Certificate
- Prepared to work with other library staff to solve problems, create solutions
- Demonstrated initiative
- Willing to update skills through professional development

KEY PERFORMANCE INDICATORS

KPI 1	Enquiries from teachers and students are handled in an efficient and professional manner
KPI 2	Library resources are accurately sorted, catalogued and entered into the Library database.
KPI 3	Technician works cooperatively with other members of the Library team in the School to ensure the smooth running the Library

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