



MLC

Methodist Ladies' College Position Description

Position:	Casual Library Assistant
Reports to:	Director of MLC Libraries
Department:	Library
Date:	June 2021

Primary Purpose

Physical processing of new library materials and shelving items in the MLC Libraries collections effectively and efficiently to ensure the collection is available and accessible to all users.

Position in context

Library assistants are employed on a casual basis to meet the needs of MLC Libraries.

Key Contacts

Internal

- Library Technical Services Coordinator
- Deputy Director of MLC Libraries

Major Responsibilities

- Physical processing of new library resources
- Shelving of library resources – audio-visual, books, magazines, newspapers
- Shelf checking
- Maintaining the tidiness of shelves
- Signage, poster, and display assistance
- Photocopying and filing
- Information desk duty (under supervision)
- Deletions
- Assist with stocktake
- Responding to requests for assistance from library users by directing them to the information desk, library catalogue and online resources, or teacher librarian.

- Reporting to the Director or Teacher Librarian-on-duty any damaged library property, incorrectly labelled items, or inappropriate behaviour by library users.
- Reporting to the Library Technical Services Coordinator to establish work priorities when beginning duty and reporting back at the conclusion of duties to receive any feedback.
- Other tasks as directed, such as watering plants or administrative assistance.

Person Specification

- Ability to prioritise tasks
- Excellent understanding of the Dewey Decimal System
- Good computer skills including MS Office 365
- Good organisational skills
- Good communication skills
- Ability to be self-motivating
- Team player
- Demonstrate initiative
- An understanding of library shelving procedures
- Familiarity with library management systems
- Familiarity with library and information research resource

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC's commitment to child safety

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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