



# MARIAN COLLEGE

## Library Technician

<b>POSITION:</b>	Library Technician
<b>REPORTS TO:</b>	Head of Resource Centre, Assistant Principal – Learning & Teaching
<b>ROLE TENURE:</b>	2025-2029
<b>FTE:</b>	1.00
<b>CONDITIONS:</b>	Catholic Education Multi-Employer Agreement 2022

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### OVERVIEW

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All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

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### ROLE DESCRIPTION

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The Library Technician plays a vital role in supporting students and staff by ensuring efficient access to information and resources within the College's Resource Centre. Working under the direction of the Head of Resource Centre and Teacher Librarians, the Library Technician collaborates with the Library Team to enhance the Learning and Teaching program, aligning with the College's vision and strategic plan.

This role requires a high level of initiative, independence, and teamwork, as well as strong communication and interpersonal skills to engage effectively with staff and students of diverse learning needs. The Library Technician is also expected to model and uphold the values of the College, contributing to a welcoming and well-organised Resource Centre that supports the educational and informational needs of the community.

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### CHILD SAFETY

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All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

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### RESPONSIBILITIES:

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#### Library Management System

Provide support to the Head of Resource Centre to make best use of the Library Management System in areas such as:

- Resource management e.g. print and digital resources.
- Cataloguing e.g. original and copy cataloguing etc.

- Managing the collection e.g. creating special collection such as genres, resource boxes.
- Circulation e.g. user parameters.
- OPAC and user experience.
- Integration of the LMS with other systems e.g. ClickView, SEQTA.
- Ensure LMS is correctly configured to optimise use.
- Support the Reading Program by maintaining student records, organising bookings etc.

### **Library Management System**

- Provide support to the Head of Resource Centre to make best use.

### **Acquisitions**

- Place orders for College print and digital curriculum resources on behalf of staff and Head of Resource Centre.
- Select suitable suppliers and liaise with them regarding orders.
- Track orders and arrange payment within College systems.
- Keep appropriate records of orders and payment.
- Place orders for College print and digital curriculum resources on behalf of staff and Head of Resource Centre.
- Select suitable suppliers and liaise with them regarding orders.
- Track orders and arrange payment within College systems.
- Keep appropriate records of orders and payment.
- Arrange for the selection and purchase of library resource material and equipment in accordance with school purchasing policy and procedures.
- Ensure that the library/resource centre provides an environment that is welcoming and conducive to students' learning and personal development.
- Monitor the use of the library/resource centre to ensure that the area is used for the intended purpose as a centre of learning.
- Participate in the ordering of library and department resources and maintain associated records catalogue library acquisitions.
- Assist staff and students to locate and access information and resources.
- Undertake collection stocktakes.
- Supervision in the Library and circulation desk duties throughout the day as rostered.
- Maintain a strong knowledge of print and online resources.
- Support the work of the Teacher Librarian/s by assisting with the preparation of materials for Library lessons and general learning and teaching support.
- Researching and sourcing information to assist Teacher Librarian/s collecting resources relating to upcoming curriculum tasks and projects.
- Create and maintain links for the promotion of online fiction and non-fiction resources, across various Library online platforms (eg. Google Classroom, LibGuides, Library Catalogue).
- Assist in the maintenance of library collections both print and digital:
- Timely processing of new resources for the Library and other College subject areas.
- Shelving duties.
- Assistance in stocktake procedures.
- Maintain the accurate location of resources
  - Collection of print resources and associated materials.
  - Collection of digital media equipment, including sourcing new resources, repairs and replacements.
  - Collection of online resources, including online databases (passwords and subscriptions) and Library related professional memberships
  - Collection of periodicals and newspapers (print and digital)
- Promote the library and its services and participate in library promotional activities.
- Oversee the library booking process.
- Manage catalogue maintenance and upgrades.
- Ensure the continuity of both Library and stationary supplies.

- Assist with the collection of data that informs library services and resources.
- Maintain up-to-date working knowledge of Australian Copyright legislation as applicable to school.

### **General Duties**

- Oversee student supervision in the Resource Centre, using appropriate discretion and judgement.
- Circulation desk duty as rostered.
- Assist students and staff to locate resources.
- Provide guidance to students and staff in the use of the OPAC and digital resources e.g. JacPlus, ClickView.
- Provide induction to Resource Centre collections and services for students and staff new to the College.
- Oversee bookings for Resource Centre spaces and resources.
- Maintain and regularly review the Resource Centre Procedures manual as required.
- Ensure the Resource Centre is tidy and a safe space for students and staff.
- Ensure Resource Centre equipment (photocopier, laminator) is working correctly and has suitable supplies.
- Maintain and order stationery as required.

### **CUSTOMER SERVICE**

#### **As a member of the Resource Centre Team,**

- Provide a friendly and welcoming environment that supports the learning and teaching ethos of the College.
- Maintain professional and collegial relationships that promote the Learning Centre.
- Recommend reading material to students.
- Assist staff and students in the use of Resource Centre equipment, resources and systems, including Audio Visual equipment.
- Assist Resource Centre patrons with printing and photocopying requirements.
- Maintain the equipment and spaces in the Resource Centre to meet the learning, wellbeing and recreational needs of all users.

### **PROFESSIONAL LEARNING**

- Be open to researching areas of interest relevant to directions provided in the College's strategic plan.
- Continue development of ICT skills as technologies evolve.
- Participate in the staff appraisal process.
- Be an active member of a relevant professional association as duties permit.

### **PERSONAL QUALITIES**

#### *Essential*

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion.
- Ability to work both independently and collaboratively as part of a team.
- Ability to prioritise effectively and successfully manage a number of diverse tasks in a pressured environment.
- Ability to work under pressure in a calm and methodical manner.
- Well-developed communication and interpersonal skills.
- Motivated, extremely organised and methodical with a keen eye for detail.
- Proactive in the improvement of administration procedures.
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions.
- Proven capacity to work independently

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## ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

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### General:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

### Risk and Occupational Health and Safety:

- Comply with legislated occupational health and safety practices
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.
- Promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

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## KEY SELECTION CRITERIA

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1. Eligibility for membership to the Australian Library and Information Association or demonstrated relevant experience.
2. A commitment to the concept of a learning community and an ability to work with all members of the community to enhance learning and teaching.
3. Demonstrated commitment to ongoing professional learning.
4. Highly developed interpersonal and communication skills.

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## QUALIFICATIONS

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### Essential:

Library Experience

Working with Children Check/A current and satisfactory National Police History Check

### Desirable:

- Experience in school setting
- First Aid Certificate

**Additional Note:** This role description is flexible and may change based on the applicant's skills and the College's needs in consultation with the Principal. It aims to highlight key responsibilities without limiting the position's scope.