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| Position Description *(Team member)* | |
| **Our Vision:** To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.  **Our Mission:** to provide excellent evangelical theological education. | |
| **Position Title:** | Library Technician |
| **Industrial Instrument and classification:** | Educational Services (Post-Secondary) Award, General staff, level 3 |
| **Reports to:** | Team Leader, Library & Archives |
| **Employment status:** | Fixed term |
| **Primary Purpose of Position:** | Appraisal, cataloguing and digitisation of library materials |
| **Special tools/equipment or conditions:** | PC and general office equipment, trolley, involves lifting/moving boxes |
| **Relationships:** | **Internal:**  Library and Information Services Department |
| Selection Criteria | |
| **Essential:**   * Be eligible for Library Technician membership with ALIA * Be familiar with current cataloguing standards: Marc21, LCSH, DDC * Be familiar with Australian Copyright Law and its application in libraries * Have experience handling fragile library material * Have strong attention to detail * Be able to support and promote the Christian Mission and Values of Moore College | |
| **Desirable Criteria:**   * Experience in the higher education sector * Understanding of the Sydney Anglican diocese * Experience in a theological library | |

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| Acknowledgement | |
| **I understand and accept the responsibilities as outlined in this position description.** | |
| Employee Name |  |
| Signature |  |
| Date |  |

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| Key Accountabilities | | |
| **Key Performance Area** | **Key Tasks** | **Performance Indicators** |
| **Quality** | | |
| **Cataloguing** | * Copy cataloguing - search for and import Marc records, editing them as appropriate * Original cataloguing – create new Marc records within the Library Management System. | * Correct Marc records identified in OCLC or Libraries Australia and imported * Original Marc records created according to Marc standard. |
| **Influence** | | |
| **Appraisal** | * Assess pamphlet material for suitability, using the Library’s Collection Development Policy * Assess copyright status * Consult Team Leader regarding rare/archival status | * Material only added to the collection that supports the Library’s collecting scope. * Correct copyright status assigned to resources. * Rare/archival items passed on to Team Leader. |
| **Capacity** | | |
| **Other** | * Completes any additional duties as requested by their supervisor. | * All additional duties are completed to the supervisor’s instructions. |
| **Sustainability** | | |
| **Digitisation** | * Pamphlets digitised in PDF format with OCR processing and saved appropriately. | * PDF files created for each item with all pages present and appropriate file name. |
| **General** | | |
| **Community** | * Demonstration of the College’s values * Make a positive contribution to the College culture * Assist and cooperate with other teams * Encourage teamwork and foster good communication. | * Participation in team and staff meetings * Contributes to the College culture |
| **Risk and Compliance** | * Compliance with WHS legislation, policy and Procedures * Participate in, promote and raise awareness of WHS in the College community. * Contribute to the maintenance of a safe, clean environment in the College community. * Ensures compliance with College policies and procedures, applicable legislation and regulatory frameworks. * Manages risk appropriately in all work activities. | * Evidence of participation in WHS activities, e.g. training. * Evidence of risk management in work activities. |
| **Professional Development** | * Maintain current competencies. * Attend internal and external training as required. | * Competencies remain up to date. * Evidence of participation in internal and external training. |