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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
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| **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.
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| **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.
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| **Capacity** |
| **Other** | * Completes any additional duties as requested by their supervisor.
 | * All additional duties are completed to the supervisor’s instructions.
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| **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.
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| **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
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| **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.
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| **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.
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