



Brigidine College St Ives

Library Technician

Position Description

Brigidine College inspires girls to value learning, to be true to themselves and to honour their spiritual heritage. It challenges young women to act in the world with strength and gentleness.

The College recognises the integral role played by the Library Technician in the life of the College. In appointment to the position, the Principal delegates the responsibility for the effective support and administration in the relevant area. Staff at Brigidine have professional and personal attributes that enable them to share their knowledge with others with a view to improve their practice. They successfully involve themselves in initiatives that make a positive contribution to the quality of teaching and learning and wellbeing in their school. Support Staff have the ability to support a multi-faceted team.

The Library Technician is responsible for supporting the Head of Library Services in the delivery of Information Services to students and teachers and performs a variety of functions to support the development and maintenance of the Library's resources. The Library Technician has contact with teachers and students in circulating resources and answering queries, assists in the operation of audio-visual equipment and provides quality service to all members of the College community.

Reports to: Head of Library Services

MISSION

The Library Technician will demonstrate a commitment to the Catholic ethos and spiritual life of the College by:

- Participating in the liturgical life of the College and supporting the religious rites and practices of the Catholic faith
- Supporting the Brigidine tradition and heritage in the daily life of the College

KEY RESPONSIBILITIES

Client Services

- Assistance to staff and students in accessing the resources of the Library
- Assistance to staff and students in operating Library technology – in particular printing, copying and scanning.
- Assistance to staff and students at the Circulation desk.

- Assistance to Head of Departments in ordering, receiving and accessioning of faculty resources
- Supporting the Head of Library (or delegate) in the supervision of students within the Library

Resource Management

- Operating the Library Catalogue (Oliver) including data entry and output
- Downloading SCIS records for new resources
- Copy and Original Cataloguing of College resources using SCIS/Dewey principles
- Processing materials for circulation
- Covering new resources
- Shelving of resources
- Assisting with repair of resources
- Assistance with stocktaking of resources

Technology Management

- Maintenance of Library equipment
- Recording and processing of audiovisual resources, including ClickView.
- Charging and downloading of audiovisual equipment
- Helping to evaluate and select equipment and supplies

Administrative duties

- Opening and closing of the Library.
- Data entry set up activities for IT software and databases
- Assistance to the HOD Library (or delegate) in the allocation and supervision of students in the library
- Tidying the Library

General

- Attend professional development and training required by the college
- Take reasonable care for own health and safety and that of other personnel
- Is a team player who works collaboratively with all library staff members

Pastoral Care

- Creates an environment which fosters the wellbeing of all community members
- Assists the Pastoral Team to identify students who require added support

KEY CHALLENGES:

- Balances demands on time – personally and professionally
- Works within the context of the whole school community
- Keeps up to date in terms of library development
- Takes part in College sub committees to broaden experiences
- Develops and reviews personal and professional goals

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

- Library Technician qualification or equivalent
- Eligibility for Associate membership of ALIA
- Experience and/or interest in working with students and teachers within a school environment
- Strong knowledge of print and online resources including library cataloguing, article database management and reference books
- Experience in the delivery of information services and resources
- Excellent computing skills and interest/experience in the use of current technology

Relationships:

- Head of Library Services (or delegate)
- Teaching staff – overseeing and providing guidance on a daily basis and as required on library resources
- Teachers, Staff, Students & Parents – daily interaction as required.
- External Bodies, including other schools