



# Moreton Bay Boys' College

Life adventurers. Life achievers.

## Library Technician

### *Duties and Responsibilities*

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#### **General Information**

Established in 2003 MBBC is a P – 12 boys' school set in the leafy bayside suburb of Manly West. It currently has 500 plus enrolments. At MBBC the Primary School consists of Years Prep to 6 with the Secondary School Years 7 – 12. As an International Baccalaureate World school, Moreton Bay Boys' College offers the great benefits of an internationally recognised approach to education. Our globally-focused syllabus helps boys connect with the world around them – managing, constructing and deconstructing knowledge and applying it to different contexts and experiences. Teachers use the Primary Years Program (PYP) and the Middle Years Program (MYP) of the International Baccalaureate to plan inquiry-based, differentiated units covering all aspects of the Australian Curriculum. Senior boys follow the QCAA pathways with the majority of boys obtaining an OP/ATAR.

#### **Relationship with Moreton Bay College**

An historic turning point in the College's evolution occurred on July 1, 2011 when Moreton Bay Boys' College (MBBC) and Moreton Bay College (MBC) became formal partners on the premise that "Together we are Stronger". Governed by a joint Board and led by a single Executive Principal with each school retaining its single sex focus and its own personality and attributes, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education.

We work together to harness our expertise, resources, knowledge, facilities and business functions to best effect. MBBC places a strong emphasis on moral education, with its core values of Care, Character, Engagement and Team work. Accordingly, all employees are expected to model the same core values in their dealings with each other and the College.

#### **College Vision**

Our vision is Two Colleges, One Community, preparing our students for tomorrow's world.

Purpose must have passion and the Moreton Bay Colleges' passion is to develop and nurture students in an inclusive and diverse Christian learning environment. We will deliver an outstanding student experience that allows students to graduate with the attitudes, attributes and skills that will provide the keys to becoming a global citizen.

## **Appointment**

The **Library Technician** is appointed by the Executive Principal but is responsible to the Head of College, reporting through the Library Manager.

The position will attract a salary as determined through discussion on appointment and will be reviewed by the Head of College.

The **Library Technician** is responsible for:

- Actively assisting users to access, evaluate and apply information through the use of the Library online catalogue, the print collection, the Library web pages and the online databases/ resources.
- Assisting in the development and promotion of more efficient ways to access information resources and services.
- Actively promoting reading and literature, and assisting with programs and events to further a culture of reading within the school.
- Managing and maintaining the physical and online resource collections

The **Library Technician** will be able to demonstrate a strong commitment to providing outstanding customer service when serving the information needs of the school community, high levels of participation in Library planning and goal-setting are expected, along with well-developed organisational skills, flexibility in a changing environment and excellent interpersonal and communication skills.

The **Library Technician** is responsible for the provision of administrative support to the Library Manager. This position requires personal and professional discretion, a sense of utmost confidentiality, loyalty and tact.

## **KEY DUTIES**

- Maintain circulation systems by keeping records of issues, reserves, returns and overdue materials.
- Coordinate and implement maintenance and repairs for books and AV equipment as necessary.
- Assist with the preparation and organisation of library materials for activities.
- Assist staff and students with the operation of library led literacy programs - Accelerated Reader and Wider Reading and manage Accelerated Reader and borrower records
- Liaise with staff to establish familiarity with syllabus topics in order to develop effective subject headings and search strategies, and create LearnPaths in Oliver where necessary.
- Actively assist students to locate information and resources – both physical and online.
- Assist teachers to locate and access a wide variety of resources to support their teaching units.
- Assist with the development and implementation of reading promotion programs, activities and events.
- Under the direction of the Library Manager, assist with the daily management of general library operations including ordering, acquisition and processing of resources.
- Catalogue records in accordance with standard procedures including original cataloguing and the use of SCIS catalogue records, including websites.
- Assist with textbook hire scheme including digital and hard copy texts.
- In consultation with the Library Manager, monitor the Oliver OPAC interface to ensure an attractive layout, easy access, accurate information and the provision of content enrichment (eg book cover images and associated weblinks).

- Manage borrower records in the Library Management System, including uploading borrower images, addresses, email & SMS information.
- Manage the overdue procedures, including sending notifications to Teachers, students and parents by email and by SMS, and organising the prompt and consistent return of resources throughout the year.
- Participate in stocktaking at locations both internal and external on a regular basis, and generate reports detailing missing items.
- Assist with circulation desk duties, re-shelving, filing and storing of resources.
- Participate in weeding resources from the collection as directed.
- Under the direction of the Library Manager, assist with managing, maintaining and collecting statistics from the Library's online resources including: databases, online journals and magazines, e-book collections, and video databases.
- Under the direction of the Library Manager be responsible for the Library physical space.
- Be proactive in the innovative use of technology and market information about the library and its services.
- Develop a responsive relationship to user requests and assist all users with their information needs, including location, access and evaluation.
- Contribute to library displays and promotions, including designing presentations and videos to be shown on promotional screens.

#### **PERSONAL QUALITIES**

- Remain consistently positive and optimistic and maintain enthusiasm in all work tasks and projects.
- Take responsibility for initiating new ideas and procedures.
- Be self-motivated to think and act without being prompted.
- Develop and maintain friendly and productive working relationships with colleagues and students.
- Promote positive team development and liaise with other staff to facilitate library goals.
- Demonstrate a strong commitment to serving the school community.
- Assist with the implementation of school rules, programs and procedures.

#### **PERSONAL PROFESSIONAL DEVELOPMENT**

- Establish and maintain professional contacts with other Library Technicians if possible.
- Participate in activities designed to ensure the maintenance of professional competence and understanding of current practice in Library services - such as Library network meetings, professional development workshops, seminars and conferences.
- Maintain awareness and skills in the latest technology directions, and share new information with Library and teaching staff.
- Establish an annual plan designed to enhance and stimulate his/her own knowledge and skills and contributions to the development of Librarianship.

#### **OTHER**

- Have knowledge of Library programs and systems (Library Management System is OliverV5).
- Other duties which the Head of College may delegate from time to time.
- All staff need to be supportive of the values, Christian ethos and Ethical Statement of this Uniting Church Day school for boys from P-12.

Please note that this Position Description:

- Can alter with changes in the role and responsibilities of this position
- Will be used as a framework for appraisal

## **REQUIREMENTS**

- A Library Technician Qualification.
- A working knowledge of OliverV5 is highly desirable.
- Experience in a School Library, and the organisation and distribution of textbooks (BookHire).
- A working knowledge of the Adobe creative suite and Microsoft Office are desirable.
- Familiarity with digital tools and social media to promote reading and research.
- Capacity to take direction and to work independently and collaboratively as required.
- Eligibility for a Blue Card (Queensland Working with Children Check) positive notice and a blue card through the Public Safety Business Agency (PSBA).
- Understanding of and commitment to the ethos of independent schooling.

## **KNOWLEDGE, SKILLS AND ABILITY**

The requirements listed below are representative of the knowledge, skill, and/or ability required:

- High level communication skills.
- High level organisational skills.
- High standard of personal presentation.
- Self-motivation and creativity.
- Ability to work autonomously.
- Ability to follow directions.
- Demonstrated personal drive and initiative.

Note that staff are required to familiarise themselves with the College Child Protection Policy.

Moreton Bay Boys' College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the Workplace Health and Safety Act 1995.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or the Deputy Head of College) of a misdemeanour so that sanctions may be invoked where required. However within the staff's Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.

### **Employment Collection Notice for Moreton Bay Boys' College**

In applying for this position you will be providing Moreton Bay Boys' College with personal information. We can be contacted at PO Box 80, Wynnum Qld 4178; [mail@mbbc.qld.edu.au](mailto:mail@mbbc.qld.edu.au); phone (07) 3906 9444.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

The College's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. \*We may also collect personal information about you in accordance with these laws.\*

The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.\*

\*If applicable.