



ST MONICA'S COLLEGE, EPPING

ROLE DESCRIPTION

POSITION: LIBRARY ASSISTANT

RESPONSIBLE TO: HEAD OF E.R.F.

DUTIES:

1. Acquisitions
 - 1.1 Liaise with Faculty Heads on requests for purchase of resources
 - 1.2 Liaise with Booksellers and publishers re ordering and availability of resources
 - 1.3 Place orders with the Financial Services Manager
 - 1.4 Process resources and accompanying documentation on arrival
 - 1.5 Follow up non received resources
 - 1.6 Forward signed, checked invoices to the Financial Services Manager
 - 1.7 Handle "on-approval" requests. Maintain records of requests and follow up returns or purchase of resources.
2. Library Services
 - 2.1 Perform desk duties
 - 2.1.1 Supervise and discipline students
 - 2.1.2 Assist students and staff with photocopier and laminator
 - 2.1.3 Carry out opening, closing and borrowing procedures for the Library automated system
 - 2.2 Support staff and students undertaking assignments
 - 2.3 Participate in stocktake
 - 2.4 Shelving duties.

- 3 Processing
 - 3.1 Enter purchase order history and interim catalogue records for new resources
 - 3.2 Enter acquisition details into back of resources and stamp.
4. Meetings
 - 4.1 Participate in College, Library, and Regional Network meetings.
5. Professional Development
 - 5.1 Attend in-services and seminars as directed and approved.
6. Other duties as directed.