



ST MONICA'S COLLEGE, EPPING

ROLE DESCRIPTION

POSITION: LIBRARY TECHNICIAN

RESPONSIBLE TO: HEAD OF E.R.F.

The position requires the Library Technician to work closely with the Senior Librarian, Dalton Road Campus.

DUTIES:

1. Processing of resources
 - 1.1 Maintain serials acquisition and all associated processes
 - 1.2 Cover, stamp, label and security strip resources.
2. Library Services
 - 2.1 Perform desk duties
 - 2.1.1 Supervise and monitor student behaviour
 - 2.1.2 Assist staff and students with the photocopier
 - 2.1.3. Supervise and monitor student behaviour
 - 2.1.4 Carry out borrowing, opening and closing procedures for the Library automated system.
 - 2.2 Support staff and students undertaking assignments
 - 2.3 Train and supervise student library monitors and maintain roster
 - 2.4 Participate in stocktake
 - 2.5 Shelving duties
 - 2.6 Order library stationery and supplies (via Library Purchasing Officer).
3. Overdues
 - 3.1 In conjunction with Technical support library systems print and distribute overdue lists to classes (DRC)
 - 3.2 Follow up students with overdue resources.

4. Daily Newspapers

4.1 Collate newspaper order for staff and library newspapers

4.2 Organise for distribution of staff newspapers on DRC

4.3 Store and organize newspapers held in the Library.

5. Library Promotion

5.1 Assist with displays – internal and external to the Library relating to library programs.

6. Meetings

6.1 Participate in College, Library, and Regional Network meetings.

7. Other duties as directed.