

# LIBRARY ASSISTANT

**Position statement:** The Library Assistant manages the day-to-day operations of the School Library under the direction of the Library Manager.

**Responsible to:** Director of Administration

**Day to Day Responsibility to:** Library Manager

**Responsible for:** Student library assistants; volunteers

**Functional relationships with:** Students, all staff

**Hours of work:** 32.5 hours per week

Key Performance Areas	Performance Outcomes
1. To assist with the development of the collection. 1.1 To classify, accession, process and catalogue new resources.	1. Input into purchase decisions is provided as appropriate. 1.1 All resources are prepared according to procedures Manual.
2. To issue, return and shelve resources.	2. Circulation activities are completed efficiently; regular shelf-checks completed.
3. To process orders for reserve books.	3. Reserve system operating efficiently.
4. To assist with the maintenance and repair of resources.	4. Resources maintained according to criteria delineated in Procedures Manual.
5. To assist with the weeding programme and annual stock-take.	5. Guidelines for stock-take and weeding implemented.
6. To assist students and staff with reference enquiries and the use of ICT.	6. Assistance given in accessing resources as required. Reference and information enquiries answered using appropriate materials.
7. To take staff bookings for classes to use the library and to collect class texts.	7. Bookings diaries kept up-to-date.
8. To assist with maintaining the library environment.	8. A tidy, welcoming and attractive environment is maintained.
9. To assist with promotional activities.	9. Contribution to the library's promotional programme (e.g. displays) in partnership with the Teacher Librarian.
10. To maintain the photocopier.	10. Photocopier supplied with toner and paper as necessary.
11. To laminate documents when required.	11. Laminating requests attended to.

<p>12. To deputise for the Teacher Librarian as required.</p>	<p>12. Library managed as agreed with Teacher Librarian.</p>
<p>13. To maintain awareness of</p> <ul style="list-style-type: none"> <li>• trends in school libraries</li> <li>• childrens and young adult literature</li> <li>• ICT, as related to secondary school libraries</li> </ul>	<p>13. Read professional journals on a regular basis and participate in library-related professional development, as agreed with Teacher Librarian.</p>
<p>14. To assist with the management and development ALICE library software applications including:</p> <ul style="list-style-type: none"> <li>• library circulation and borrower set-up</li> <li>• library periodicals;</li> <li>• library management: acquisitions</li> <li>• cataloguing</li> <li>• authority files;</li> <li>• customised report writing;</li> <li>• report systems: overdues, accounts, stocktaking, staff inquiries, system troubleshooting.</li> </ul>	<p>14. Implementation, management and ongoing development of ALICE software undertaken:</p> <ul style="list-style-type: none"> <li>• circulation and borrower records up-to-date;</li> <li>• accurate record of periodical resources established;</li> <li>• suppliers and subscriptions recorded on catalogue and claim reports dealt with promptly (see also Library Assistant Job Description: 14 &amp; 15).</li> <li>• acquisitions, cataloguing and authority files monitored and maintained to meet DDC, SCIS Subject Headings, and SCIS Web standards in line with user needs;</li> <li>• reporting needs identified and ordered as appropriate;</li> <li>• records, statistics and reports are produced and distributed to meet user needs and as agreed with Teacher Librarian;</li> <li>• Liaison established and maintained with: <ul style="list-style-type: none"> <li>• School's ICT Director and support staff;</li> <li>• Softlink Pacific (suppliers and support for ALICE program).</li> </ul> </li> </ul>
<p>15. To maintain liaison with ALICE Schools Users Network.</p>	<p>15. Active membership of this network established and maintained.</p>
<p>16. To assist with the development and management of the library's multi-media functions, including ALICE multi-media functionality; audio; CDRoms; videos; DVDs.</p>	<p>16. Ongoing involvement in the development and management of library multi-media.</p>
<p>17. To develop and maintain the library's</p>	<p>17. Consultation with ICT staff</p>

web-page in consultation with the school's Webmaster.	ongoing.
18. To manage incoming periodicals.	18. Periodicals accessioned, catalogued and processed in accordance with Procedures Manual guidelines (see also Library ICT Manager's Job Description: 1).
19. To promote magazines to staff and students.	19. Circulation list compiled annually, and appropriate articles photocopied and circulated to staff from their identified user needs and interests.