ST BEDE'S COLLEGE
A Catholic College in the Lasallian Tradition

Digital Services Librarian
Job Ref No 2018-10

St Bede's College is an Incorporated Body of the Trustees of the De La Salle Brothers of Australia, New Zealand, PNG and Pakistan. Your employer will be St Bede's College, a company limited by guarantee and beneficially owned by the De La Salle Brothers, a Catholic Religious Order.

The desirable applicant will maintain a helpful, positive, calm and encouraging attitude within a team environment, have a genuine interest in the wellbeing of students and staff, a willingness to be involved in College life and support its Catholic and Lasallian ethos.

Role Description

The Digital Services Librarian is responsible for managing the Access-It Library Management System, maintaining and developing the Library Webpage and LibGuides, uploading and disseminating digital curriculum resources, cataloguing services, overseeing the overdue resources and stocktake processes, library supervision duties and providing customer service to the school community.

NOTE: This non-teaching job does not have full school holidays. The successful applicant will be required to work for one week in the school term holidays as specified by the College.

The Digital Services Librarian is directly responsible to the Principal and the Resource Centre Leader.

Specific Duties

Access-It Database Management

Management and Maintenance of all modules of the Access-It Library Database Management System:

- Circulation – borrower database, loan limits, overdues, automated emails and follow up contact and letters
- Cataloguing – bibliographic database, locations, collections
- Acquisitions – purchase orders, vendors database, invoice records in conjunction with the Library Technician Team
- Systems - system parameters, user privilege, maintenance
- OPACS – maintenance and support
- authority file maintenance
- database uploads
- maintenance of operations manuals for modules and procedures specific to St Bede's College
- liaison with software vendors as required

- liaison with the IT Department in relation to computer hardware and peripherals in conjunction with the Resource Centre Leader
- attendance at Access-It Library Database User Group Meetings
- organisation of all stocktakes and completion with the Library Technician Team
- installation of software updates
- teaching members of the library team how to use the aspects of the Access-It Library Database Management System that relate to their roles

Digital Library Services

- maintain the Access-It homepage
- manage and disseminate online resources
- create, manage, maintain and publish curriculum materials on the Library Website / Lib Guides under the direction of the Teacher Librarian Team
- create and maintain digital information pathways, development of Web 2.0 tools such as fiction and learning blogs with a focus on Cloud access to resources

Processing all New Library Resources

- Ensure that all new library resources have spine labels, due date slips, the school stamp and other markings as required
- Cover new resources

Customer Service

- Manage the circulation desk at designated times and dealing with inquiries from staff and students.
- Supervise students in the Library
- Assist staff and students with reference enquiries, to locate and provide resources for subject related studies and leisure time pursuits
- Assist staff and students in the use of Library equipment and resources.
- Help with printing and photocopying
- Shelve resources and maintain shelf order

Other Duties

- Attend Library meetings
- Participate in goal setting and evaluation services, programs and activities
- Participate in the planning, preparation and implementation of Library Events
- Participate in the stocktake process
- Writing and updating procedures
- Complete the tasks listed on the Desk Duty Task Sheet
- Keep the Library in a tidy condition
- Maintain professional collegial relationships that promote the Library
- Attend professional learning activities
- Attend College meetings as requested

Other duties as directed by the Principal.

Qualifications and Personal Qualities

- You should be a pro-active, supportive and energetic person who enjoys working in a dynamic, friendly and service-oriented team. You must have excellent communication skills and be keen to work with students and staff in a curriculum-focused school library environment.

- A minimum of a Bachelor of Library or Information Studies, specific IT or Digital Information Management training and experience in Library environments are required for this position.

- You must be experienced in source cataloguing in all formats, including print and digital and have an excellent attention to detail. You must have excellent cataloguing and IT skills and experience in the areas of Library systems, digital design, websites and Web 2.0 tools. Familiarity with the Access-It Library System, Libraries Australia and SCIS would be an advantage.

TENURE, CONDITIONS AND REQUIREMENTS

Classification	Level 3 Category C (7 weeks of annual leave)
Tenure	Fulltime, ongoing appointment
Appraisals	Annual Review Meeting
Entitlements	Entitlements under the Victorian Catholic Schools Multi Enterprise Agreement 2013 (or its successors)
Requirements	Criminal Record Check Valid Working with Children Card