



# Frederick Irwin Anglican School

A School of the Anglican Schools Commission (Inc)

## **DUTY STATEMENT: LIBRARY OFFICER**

### **FUNCTION**

The Library Officer provides support to the Teacher Librarian to ensure that the Library is a safe and friendly learning environment for all staff and students.

### **RESPONSIBILITY**

The Library Officer is answerable to the Principal or Business Manager for all items of policy and discipline and reports to the Teacher Librarian on a daily basis.

### **REQUIREMENTS OF POSITION**

Computer literature with accurate data entry skills

Current Working with Children Check

Current Police Clearance

'C' Class Drivers Licence

Ability to work independently using own initiative as well as in a cooperative team environment

A TAFE/Tertiary Library qualification is essential

### **DUTIES**

- Assist staff and students in the Library
- Ensure Library stock is neat and tidy and in the correct order
- Shelf returned books
- Process effectively all loans and returns of Library Resources
- Cover new books
- Repair damaged books
- Effectively maintain Library Equipment
- Organise books for Bulk Loans, as required
- Ensure that the Library is ready for staff and student use
- Catalogue all incoming stock
- Organise and perform pop-up library
- Manage overdue notices
- Laminating
- Carry out regular stocktake
- In the absence of the Teacher Librarian and in the event of an emergency or critical incident to coordinate and/or assist as required
- Catalogue magazines
- Create and maintain Library displays
- Manage Clickview Library
- Manage Scholastic Book Club
- Catalogue websites, ebooks and other electronic resources
- Any other duties as required by the Business Manager and Teacher Librarian

Reviewed October 2019