

**POSITION:** Collections Librarian  
**CLASSIFICATION:** Band 6 full time (38 hours)  
**REVIEW DATE:** December 2017

### Casey Cardinia Libraries

Casey Cardinia Libraries (CCL) is one of Victoria's largest public library services. We are funded principally by City of Casey, Cardinia Shire and the State Government. We support a rapidly growing and diverse community of nearly 400,000 people.

Our libraries are located at Cranbourne, Doveton, Emerald, Endeavour Hills, Hampton Park, Narre Warren and Pakenham. The Cardinia Mobile Library provides a weekly service to Beaconsfield, Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Nar Nar Goon, Tynong and Upper Beaconsfield.

### Our Vision

Inspiring spaces where everyone is free to discover possibilities.

### Our Values

#### Teamwork

We excel when we all contribute. We are loyal and dedicated to each other. We always do our fair share.

#### Love of Learning

We love new things. We believe there is an opportunity to learn anywhere and everywhere.

#### Fairness

We treat all people fairly. We do not let our personal feelings bias our decisions about others. We give everyone a chance.

#### Creativity

Thinking new ways to do things is crucial to our success. We are never content doing things the conventional way if we believe a better way is available.

#### Social Intelligence

We are aware of the motives and feelings of other people. We know what to do to fit into different situations and we know what to do to put others at ease.

#### Humour

We like to laugh, bringing smiles to other people. We try to see the light side of all situations.

### Behaviours

- Demonstrating leadership modelling our values
- Great customer service
- Embracing new thinking
- Prioritising momentum not perfection
- Placing value on taking calculated risks
- Prepare to fail early, fail often
- Support a culture of collaboration and innovation
- Pay it forward
- Look after our neighbours
- Building confidence and resilience
- Share our story

### Position Objectives

#### Operational

- Deliver innovative and customer focused service consistent with CCL vision, values and objectives (CCL Strategic Plan)
- Actively engage and interact with the community in the library, online and outside the four walls
- Provision of support and assistance to all library users
- Oversee the operations of Technical Services and Inter-library-loans (including SWIFT)

## Strategic

- Contribute to the development of innovative and customer focused library service, building capacity in our communities
- Contribute to development and achievement of CCL strategic goals and plan
- Contribute to the continuous improvement and development of CCL by participating in activities and service development such as: leading teams, training staff and customers, specialist meetings as required and meetings with your manager
- Nurture partnerships with other organisations including schools, community organisations and other local government services

## Key Responsibilities and Duties

### 1. Collection Development

- Responsible for the implementation of the Collection Development Policy, Purchasing Plan, in consultation with the Customer Experience Manager
- Advise and participate in the decision-making process and influence policy and strategic directions
- Monitor budget expenditure allocated to collections
- Foster relationships with collections suppliers to ensure cost-effective services for CCL
- Monitor and analyse collection statistical information using CollectionHQ and library management system, to ensure that collections meet community needs
- Provide reports for internal teams, annual reports and Board meetings
- In consultation with Branch Managers, manage the life cycle of library collections from point of purchase to withdrawal and disposal.

### 2. Reader Development

- Provide training to library staff in Reader development and advisory services
- Work with library teams to deliver Reader Development programs across the network
- Oversee inter-library loans, including SWIFT, to meet the needs of borrowers

### 3. Cataloguing

- Work with Technical services staff to catalogue library materials in accordance with SWIFT agreed standards as required, and quality-control materials supplied shelf-ready
- Maintain catalogue records
- Provide advice regarding cataloguing to staff

## Selection Criteria

- Eligibility for professional membership of the Australian Library and Information Association
- Extensive experience and knowledge of collections development in a public library environment
- Experience using a range of information technology and software packages related to collections, purchasing and budgets
- Extensive knowledge of the roles and functions of technical services in a public library environment

- Demonstrated understanding of the future directions/changes within the library and information industry
- Management skills – decision making, policy development, time management and staff supervision, guidance and training
- Excellent communication skills – oral and written
- Drivers licence.

## Organisational Relationships

Reports to:	Customer Experience Manager
Internal liaisons:	Corporate Management Team, administration staff, technical services staff, inter-library-loans staff, branch staff
External liaisons:	Council staff, community groups, Friends of Libraries, library suppliers, customers, colleagues in other libraries.

## Accountability and Extent of Authority

- Manage collection resources in accord with CCL policy and practice
- Accountable for applying Library policies, practices, procedures and standards relating to the delivery of service to library patrons
- Select stock for purchase, reallocation or withdrawal in line with Collection Management Strategy

## Judgment and Decision Making

- Make decisions on processes and procedures related to library collections
- Participate in decision making at a management level
- Improve methods by applying previous experience to new situations, using guidance and advice from senior staff

## Specialist Skills and Knowledge

- Understanding of the strategic objectives of CCL
- Understanding and knowledge of information service provision
- Demonstrated knowledge and experience of Library Management systems, Collection Management tools and related IT skills
- Familiarity with relevant budgeting techniques
- Ability to inform the development of policies and strategies for the library service
- Knowledge of safe work practices for circulation work and branch operations

## Managerial Skills

- Demonstrated skills in setting priorities, time management, planning, and organising one's own work and that of the team
- Ability to implement personnel practices including those related to equal opportunity, occupational health and safety and training and development
- Ability to achieve strategic objectives within timeframes and budget
- Sound judgement for problem solving
- Ability to train and supervise other staff in the execution of established procedures and oversee project teams

## Interpersonal Skills

- Ability to gain assistance and cooperation from customers, community organisations and staff
- Ability to motivate and develop staff, and maintain cohesive teams
- Ability to develop excellent working relationships with range of external service providers
- Strong oral and written communication skills, preparation of reports and presentation skills
- Excellent communication skills with all customers and staff
- Ability to have a flexible approach to work and changing priorities

### Qualifications and Experience

- Degree or diploma course in library & information management with some relevant work experience, preferably in a public library  
OR
- Lesser formal qualifications with relevant work skills & experience commensurate with the requirements of the work required

### Conditions of Employment

Conditions of employment are as per the Casey Cardinia Library Enterprise Agreement, Corporation policies and procedures and the letter of offer.

- **Employment Status** – Prior to commencement of duties the successful applicant must provide proof of permission to work in Australia
- **Health Declaration** – the preferred applicant will be required to complete a Health Declaration form as part of the conditions of employment
- **Hours** – include rostered day, evenings and weekend shifts and are based on the full time 35 hour a week employment model
- **Multiskilling** – The employee may be directed to carry out any duties within the limit of his/her skills, competence and training, provided that such duties do not promote a narrowing of their skill base
- **Qualifying Period** – As per the Fair Work Act 2009 and Regulations – 6 months
- **Recreation Leave** – Annual leave must be taken at times that are mutually agreeable to both employee and employer, within twelve months of it falling due
- **Risk Management** – Employees are responsible for taking all reasonable steps to ensure they are aware of the inherent risks associated with their work and for taking appropriate action to minimise or eliminate such risks
- **Sick Leave** – A medical certificate may be required for any absence and must be provided for sick leave exceeding three working days or absence on the working day before or after a rostered day off (if applicable), annual leave, LSL or public holiday
- **Smoking** – Smoking is prohibited within all Corporation buildings and in Corporation vehicles
- **Working with Children Check** – mandatory (Child Safe Standards 2017)

### Inherent Physical Requirements

It is important that an employee understands the physical requirements involved in carrying out the duties of the positions.

Requirements	Frequency		
	Possible	Occasionally	Regularly
Passive			
Ability to stand for extended periods for the purpose of using a computer		✓	
Ability to sit for extended periods for the			✓

purpose of using a computer, travelling to various locations and attending a range of meetings			
Ability to read computer screens and fine print on documents for the purposes of researching various policy options			✓
Ability to communicate clearly both verbally and written			✓
<b>Manual Handling</b>			
Repetitive arm movements and manual dexterity for undertaking computer work and handling documents and files			✓
Issue and return of library materials using scanners and docket printers			✓
Lifting of stock and library materials onto and off shelving			✓
Pushing book trolleys			✓
Lifting and moving of boxes and files on a regular basis			✓
<b>Agility</b>			
Bending and stretching, including knee bending			✓

*Note: This template does not represent an exhaustive account of all job factors however it forms a basis to guide staff and medical professionals as to the activities for which a personal capability must be sustained.*

All staff are reminded that they should follow Health and Safety regulations and the Corporation's Health and Safety Manual Handling Policy when performing their duties.

**Authorised:** Melissa Martin (Operations Manager)  
**Date:** December 2017