

UNIVERSITY OF NEW ENGLAND POSITION STATEMENT

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

DEPARTMENT: University Library

POSITION TITLE: Collection Management Assistant (part-time, 17.5 hpw)

POSITION NO.:

REPORTS TO: Collection Services Librarian

CLASSIFICATION: HEO3

DATE CLASSIFIED: 9 April 2009

DIMENSIONS OF THE POSITION:

This position sits within the Collection Services Team of the Resources Management Department of the University Library. Collection Services is responsible for providing access to the physical collections, and for the maintenance, management and preservation of all print, audiovisual and microform materials in the University Library. This position may also undertake appropriate work in other areas of the department as necessary, particularly during periods of high demand, and for projects.

POSITION REQUIREMENT:

This position requires the incumbent to undertake lifting and manual handling activities (to a weight of 20 kgs).

POSITION OBJECTIVES:

This position will assist with the appropriate and timely processing, preservation and management of the physical collections within the University Library. Through the maintenance of the library collections and catalogue records, this position will assist in the provision of effective access to resources for all students and staff.

DUTIES:

Under procedural direction:

1. Under supervision, prepare and process routine binding and repair orders for monographs and serials to on-campus and commercial binders, and process their return to the Library. This will include collecting materials from the shelves, packing and unpacking of the orders and the lifting and movement of boxed orders.
2. Decide on appropriate preservation treatments for library materials from established guidelines, and perform in-house repairs and preservation work, mainly tip-ins, thermal binding and boxing.
3. Maintain accurate binding and repair records, including catalogue notations for materials sent outside library to bindery services.
4. Contribute to the team's collection management projects by assisting with catalogue checking, selection of materials for retrospective cataloguing within established guidelines, retrieval and

editing of copy cataloguing in accordance with local standards and procedures, and withdrawal and disposal of excess materials.

5. Under supervision, create basic descriptive catalogue records in accordance with international, national and local standards, using Dewey Decimal Classification (DDC), the Library of Congress Subject Headings (LCSH) and the Anglo-American Cataloguing Rules, 2nd edition (AACR2)
6. Contribute to the Team's disaster prevention and recovery work as required, including the salvage of damaged materials.
7. Contribute to shelving and reshelving of library materials, as rostered and/or directed.
8. Contribute to processing library materials for re-cataloguing, relegation, storage and disposal as directed. Amend catalogue and national bibliographic database records as necessary for items relegated and withdrawn.
9. Assist with processing donated and deposited library materials.
10. Assist in other areas of the department as required.
11. Be aware of and apply the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance as they apply to this position.

QUALIFICATIONS AND SELECTION CRITERIA

1. Completion of Year 12 with relevant work experience; or completion of the NSW TAFE Certificate III (or progress towards completion of a Certificate IV or Diploma qualification) in library and information science (or its equivalent); or an equivalent alternate combination of relevant knowledge, training and/or experience
 2. Competence in the use of computers and relevant computer applications
 3. Experience in applying, or an ability to apply, Dewey Decimal Classification (DDC)
 4. Experience in using, or an ability to quickly acquire skills in using, computer-based records systems such as the National Library of Australia's bibliographic database, Libraries Australia
 5. Demonstrated ability to work independently and as part of a team
 6. Demonstrated ability to maintain accuracy whilst meeting deadlines
 7. Good interpersonal and communication skills
 8. Awareness of EEO, OH&S, and risk management, quality assurance and records management principles as they relate to this position.
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