



# Nelson College

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- Position Title:** Library Manager
- Position Statement:** Responsible for the day-to-day management and operation of the Nelson College library.
- Responsible to:** Teacher with Library Responsibility
- Responsible for:** Library Assistant(s)  
Student Librarians
- Functional Relationships:** Teacher with Library Responsibility  
College Finance Officer  
Library Assistant(s)  
Student Librarians  
Teaching Staff  
Students  
External Agencies (e.g. National Library)
- Hours:** Up to 37.5 hours per week during school term (negotiable)
- Remuneration:** Grade C Step 11 \$22.24

## Information Literacy

Key Responsibilities	Desired Outcomes	Performance Measures
<ul style="list-style-type: none"><li>Support the development of information literacy</li></ul>	<ul style="list-style-type: none"><li>All teachers and students receive appropriate assistance to access and use information</li></ul>	<ul style="list-style-type: none"><li>Staff and students locate appropriate information quickly and easily</li></ul>
<ul style="list-style-type: none"><li>Plan and implement the library orientation programme</li></ul>	<ul style="list-style-type: none"><li>Staff and students are confident library users</li></ul>	<ul style="list-style-type: none"><li>Informal feedback from users indicates satisfaction with assistance received</li><li>All new staff and students participate in library orientation</li></ul>

## 2. Library Management & Systems

<b>Key Responsibilities</b>	<b>Desired Outcomes</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>Establish and monitor day-to-day systems in consultation with library staff</li> </ul>	<ul style="list-style-type: none"> <li>Library operates effectively</li> </ul>	<ul style="list-style-type: none"> <li>Allocated tasks are completed within agreed timeframes</li> </ul>
<ul style="list-style-type: none"> <li>Maintain the library management system with support from ICT manager</li> </ul>	<ul style="list-style-type: none"> <li>Library management system provides easy access to information</li> </ul>	<ul style="list-style-type: none"> <li>Users locate information to meet their needs as evidenced by survey</li> </ul>
<ul style="list-style-type: none"> <li>Day-to-day liaison with students and teachers</li> </ul>	<ul style="list-style-type: none"> <li>Students and teachers use the library effectively</li> </ul>	<ul style="list-style-type: none"> <li>Teachers and students receive the support they need to use library services effectively</li> </ul>
<ul style="list-style-type: none"> <li>Developing and documenting library procedures</li> </ul>	<ul style="list-style-type: none"> <li>All library processes and procedures are documented</li> </ul>	<ul style="list-style-type: none"> <li>The library procedures manual is relevant and up-to-date</li> </ul>
<ul style="list-style-type: none"> <li>Support and provide professional development opportunities for the library team</li> </ul>	<ul style="list-style-type: none"> <li>Library team members' skills are extended</li> </ul>	<ul style="list-style-type: none"> <li>Staff and students are assisted by well-trained and effective library staff</li> </ul>
<ul style="list-style-type: none"> <li>Support the training and supervision of student librarians, some liaison with NC counsellors</li> </ul>	<ul style="list-style-type: none"> <li>Student librarians are competent users of the library and understand and assist in library tasks</li> </ul>	<ul style="list-style-type: none"> <li>Student librarians obtain certificates, and are competent users and role models for other students</li> </ul>
<ul style="list-style-type: none"> <li>Prepare the library budget with the TLR</li> </ul>	<ul style="list-style-type: none"> <li>Budget presented that reflects and incorporates identified needs</li> </ul>	<ul style="list-style-type: none"> <li>Needs-based library budget presented to Principal and BOT</li> </ul>
<ul style="list-style-type: none"> <li>Oversees the circulation of library resources</li> </ul>	<ul style="list-style-type: none"> <li>Circulation processes operate smoothly</li> </ul>	<ul style="list-style-type: none"> <li>Circulation processes are up-to-date</li> <li>Overdue notices are generated in accordance with the process outlined in the library procedures manual</li> </ul>
<ul style="list-style-type: none"> <li>Undertake annual stock take of library provide stock take summary for annual report</li> </ul>	<ul style="list-style-type: none"> <li>Stock take done at the end of each year</li> </ul>	<ul style="list-style-type: none"> <li>Reports from annual stock take (summaries, resources, losses etc) are made available</li> </ul>

### 3. Resources and Environment

<b>Key Responsibilities</b>	<b>Desired Outcomes</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>Provision of high quality resources, including online, that meet the reading and information needs of the school community</li> </ul>	<ul style="list-style-type: none"> <li>The library has a balanced collection that meets users' needs</li> </ul>	<ul style="list-style-type: none"> <li>Borrowing records on the library system show appropriate material issued to students</li> <li>Weeding out of older/less used resources</li> </ul>
<ul style="list-style-type: none"> <li>Provide access to online resources by providing up-to-date links on the school intranet &amp; website</li> </ul>	<ul style="list-style-type: none"> <li>Library users have reliable access to online resources that are relevant to their needs</li> </ul>	<ul style="list-style-type: none"> <li>Students find appropriate resources: OPAC, EPIC, e-books, websites</li> </ul>
<ul style="list-style-type: none"> <li>Oversees the cataloguing, preparation and maintenance of library resources</li> </ul>	<ul style="list-style-type: none"> <li>Resources are speedily available for use</li> </ul>	<ul style="list-style-type: none"> <li>Processing is carried out according to agreed standards and within agreed time frames</li> </ul>
<ul style="list-style-type: none"> <li>Oversees the setting up of library displays</li> </ul>	<ul style="list-style-type: none"> <li>Displays promote student work and topics of study, and the library is promoted to staff and students</li> </ul>	<ul style="list-style-type: none"> <li>Student work is displayed in the library, and these displays change regularly</li> <li>Staff and students are regularly updated as to new resources and library programmes</li> </ul>
<ul style="list-style-type: none"> <li>Encourage all library users to participate in collection development</li> </ul>	<ul style="list-style-type: none"> <li>Users have access to resources that meet their information and leisure needs</li> </ul>	<ul style="list-style-type: none"> <li>Users' resource recommendations are included in buying plans</li> </ul>
<ul style="list-style-type: none"> <li>Responsibility for overall development of library environment</li> </ul>	<ul style="list-style-type: none"> <li>The library is well organised and resources accessible to users</li> </ul>	<ul style="list-style-type: none"> <li>Staff and students are able to find appropriate resources quickly and easily</li> </ul>

### 4. Library ICT

<b>Key Responsibilities</b>	<b>Desired Outcomes</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>Maintain the library management system</li> </ul>	<ul style="list-style-type: none"> <li>Library management system provides easy access to information</li> </ul>	<ul style="list-style-type: none"> <li>Users locate information to meet their needs as evidenced by survey</li> </ul>
<ul style="list-style-type: none"> <li>Oversees issuing and recharging of library laptops to students, IT dept contacted for maintenance and support</li> </ul>	<ul style="list-style-type: none"> <li>Library laptops are readily available for issue</li> </ul>	<ul style="list-style-type: none"> <li>Processing of laptops is smooth and IT dept contacted if support needed</li> </ul>

## 5. Liaison and Reporting

Key Responsibilities	Desired Outcomes	Performance Measures
<ul style="list-style-type: none"><li>Contribute to the development of an annual report focusing on the library's support for teaching and learning</li></ul>	<ul style="list-style-type: none"><li>School management have accurate and up-to-date information about the library's performance</li></ul>	<ul style="list-style-type: none"><li>Statistics and other evidence are provided to the TLR for inclusion in the annual report</li></ul>
<ul style="list-style-type: none"><li>Liaise with external agencies e.g. National Library, school library network groups, and public library</li></ul>	<ul style="list-style-type: none"><li>Relationships are developed and maintained with relevant external agencies</li><li>Library users are aware of the range of services and resources that are available</li></ul>	<ul style="list-style-type: none"><li>Attendance at school library network meetings</li><li>Promote services from public library and National Library to school staff</li><li>Readers Cup meetings are attended</li></ul>

### Personal Specifications:

#### Qualifications:

- Professional library qualifications preferred but not required

#### Skills, knowledge and Experience:

- Basic knowledge of the New Zealand Curriculum and of teaching and learning programmes in the school
- Knowledge of information literacy programmes
- Knowledge of learning resources – print and electronic
- Knowledge and experience of library management and systems
- Experience of collaboration with ICT and teaching staff
- Staff management experience
- Excellent oral and written communication skills
- Planning and organisational skills
- Financial management experience

#### Personal qualities:

- Ability to interact positively with students and staff
- Ability to facilitate change
- Love of literature
- Willingness to keep up-to-date with ICT and library trends

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#### Sign Off Date:

Diane Garside

(Teacher with Library Responsibility)