

Librarian

Bishop Sutton Library

Diocese of Nelson

Position Description

Vision: Information for transformation

Position: To support the vision and mission of the Diocese of Nelson and Bishopdale Theological College by providing quality information, reference and lending services, and ensuring services and systems are accessible and responsive to customer needs.

Responsible to: The Registrar of Bishopdale Theological College (BTC)

Responsible for: Voluntary student assistants
Other volunteers

Relationships: The BTC Dean, Registrar, Ministry Education Coordinator, Administrative assistant and tutorial staff
The Bishop of Nelson
Board members of BTC
The Chair and members of the BTC Foundation
The Chair and members of the Library Committee
Anglican Centre staff
BTC and other theological students
Clergy and lay members of the Diocese of Nelson
Librarian of the John Kinder Theological Library, Auckland
Librarians of other theological institutions
Librarians of other libraries in the Top of the South region
All other library customers

Primary Objectives

| KEY TASKS | PERFORMANCE STANDARDS |
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| Reference Services | Reference Services |
| Attend to the reference requests of all users | Incoming requests will be dealt with promptly, and to a high standard |
| When reference requests are unable to be filled because of gaps in the collection, recommend appropriate purchases to the Registrar | The Dean is advised of appropriate purchases to fill gaps in the collection |
| Develop literature search services, including online searching at an advanced level | Professional reference searches are available on request |
| As the budget permits, introduce interlibrary loan services | Interlibrary loan services available |

| Academic | Academic |
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| In conjunction with the Library Committee, plan strategically, so that the Library becomes a reputable theological service provider | Accreditation of BTC courses and support services is maintained |
| Liaise with BTC tutors to ensure that students have access to the required reading for their courses, whether print, digital, or other media. | Students are provided with appropriate support to help them achieve success in their courses |
| Develop, promote and provide high quality information literacy skills programmes for customers including the effective use of online databases and electronic resources as well as books and journals | All customers, including students, become confident in using the Library and all available resources |
| Participate in staff meetings and other College occasions | Staff meetings and informational gatherings attended |
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| Management and Administration | Management and Administration |
| Manage the day-to-day operation of the Library | The workload will be efficiently and effectively organised |
| Ensure volunteer or other assistants are adequately trained to perform agreed duties | Volunteers and other assistants are competent in carrying out their tasks |
| Monitor and respond to customer feedback | Complaints are promptly dealt with. Compliments are acknowledged and noted. |
| Monitor the Library's budget | The Registrar is kept fully informed of actual spending in relation to the budget |
| Maintain statistics on the use of the Library | Statistics provided in an accurate and timely manner. Analysis of use patterns will be possible |
| Work with customer groups to gather information and analyse information needs so that informed decisions about service improvements and new service initiatives can be made | Services offered meet customer needs |
| Develop and plan new services | New services are carefully planned and developed |
| Keep up-to-date with national and international trends in information services and delivery | National and international service developments are assessed for relevance |
| Assist the Library Committee with the formulation of policy guidelines | Ideas and assistance given to Library Committee |
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| Report regularly to the BTC Registrar and the Library Committee | Regular reports received by the BTC Registrar and Library Committee |
| Ensure that the Library desk is staffed as often as possible | Hours of available assistance are maximised |
| Recommend and attend approved training and professional development seminars and conferences | Levels of service and information delivery will be maintained to high professional standards |
| Undertake all activities in accordance and compliance with the Diocesan Ethical guidelines | Guidelines adhered to |
| Undertake library related tasks as requested by the Bishop, Dean, Registrar, Ministry Education Coordinator, tutors and Library Committee | Other tasks undertaken from time to time co-operatively, and with commitment |
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| Collection Development and Management | Collection Development and Management |
| Advise the Registrar on areas for collection development | Collection weaknesses are noted for future development |
| Recommend specific purchases to the Registrar | The Registrar is kept informed of resource availability |
| Buy library resources after approval by the Registrar | New resources bought promptly and economically |
| Send details of purchases to the John Kinder Theological Library for cataloguing | Catalogue entries on the <i>Anglicat</i> are made promptly |
| Process books and other resources to indicate their shelving location | Resources are made available as soon as possible |
| Undertake copy cataloguing after training from the John Kinder Theological Library staff | Copy cataloguing undertaken as time permits |
| Ensure a register of borrowers is kept | Register of borrowers is available |
| Ensure lending processes are easily managed | Lending processes are easily followed |
| Overdues are sent out promptly | Loss of resources is kept to a minimum |
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| Marketing and Promotion | Marketing and Promotion |
| Encourage an environment of on-going learning that includes the sharing of skills, knowledge and ideas | Appropriate databases set up , and co-operative input and sharing of their information happens |
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| Promote Library services and resources throughout the Anglican community by giving talks, writing articles, providing resources for, and taking part in Diocesan events | Increased knowledge of Library services and resources will be evident throughout the Diocese, and the customer base will grow |
| Use the Diocesan and BTC websites to promote library resources | Website promotion maximised |
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| Health and Safety | Health and Safety |
| Take all practical steps to ensure personal safety and the safety of all customers and students | Work practice and equipment monitored for safety. |