


POSITION DESCRIPTION

P2338 – Library Collections Coordinator



Position title	Library Collections Coordinator
Department	Library
Position level	Level 5 (Municipal Officer) ASTC EA
Position number	P2338
Responsible to	Manager Library Services
Position status	Permanent Full-time
Position description approved	 Date: 04/04/25

Primary Objective

Located at the Alice Springs Public Library (ASPL) and within the Community Development Directorate, the Library Collections Coordinator plays a key role in the development, coordination, and promotion of the library's collections. The role ensures that materials are selected, maintained, and reviewed in alignment with the strategic direction of the Alice Springs Public Library, community expectations, and professional library standards, including ALIA guidelines.

The incumbent will oversee acquisitions, manage collection budgets, coordinate regular collection reviews, and undertake large-scale weeding projects to maintain a relevant, high-quality collection. The role also involves collaboration with stakeholders, including Library & Archives NT (LANT), and may include applying for grants related to collection development and preservation.

Key Responsibilities

- Demonstrate fiscal responsibility by working within budget allocations, researching, identifying, and sourcing appropriate resources for acquisition in line with ASPL and LANT policies.
- Liaise with members of the public library network regarding purchasing and supply services.
- Coordinate regular collection reviews to ensure materials remain relevant to community needs and in alignment with ALIA guidelines, including leading major weeding projects.
- Provide regular reports and advice to the Manager Library Services on collection development activities and issues for General and Special Collections.
- Assist with the development of budgets for collection development and manage and monitor expenditure of allocated funds.
- Ensure efficient and effective selection, ordering, processing, and receipt of library materials.
- Work collaboratively with the Library Management Team to support overall library operations, including assisting with staff supervision and development.
- Identify opportunities for external funding and prepare grant applications related to collection management and preservation where applicable.
- Deliver high-quality customer service on the library floor and Information Desk as part of regular shifts.

POSITION DESCRIPTION

P2338 – Library Collections Coordinator

Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner
- Report hazards, accidents, incidents and near-misses to Manager/Supervisor as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.

Organisational Values and Behaviours

- Uphold organisational values and behave according to Council's Code of Conduct
- Engage with the community, staff, and stakeholders with professionalism and respect.

Other Duties

- Perform other duties within capabilities and/or consistent with the level of this position as required.

Delegations

- As per the Register of Delegations.

Supervisory Responsibilities

- This is an individual role with no direct reports.

Qualifications

- Tertiary qualification in Librarianship, Information Management, or a related discipline, or proven equivalent relevant experience.

Special Requirements

- Current National Criminal History Check.
- Current Working with Children Clearance (Ochre card).

POSITION DESCRIPTION

P2338 – Library Collections Coordinator

Selection Criteria

Essential

1. Demonstrated experience in collection development, including acquisitions, weeding, and resource selection, with an understanding of ALIA guidelines.
2. Proven ability to undertake regular collection reviews and lead large-scale weeding projects to ensure the collection remains current and relevant to community needs.
3. Strong budget management skills, including the ability to allocate and monitor expenditure for collection development.
4. Experience in collaborating with external stakeholders, such as LANT and library suppliers, for collection management.
5. Ability to identify grant opportunities and prepare funding applications for collection-related projects.
6. Excellent interpersonal and communication skills, including the ability to engage with library users and stakeholders effectively.
7. Strong organisational and time management skills, with the ability to manage multiple tasks and meet deadlines.

Desirable

1. Experience working in a public library.
2. Experience in special collections management.
3. Knowledge of library systems and cataloguing principles.
4. Current Working with Children Clearance (Ochre card).

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Team Member Name: _____

Signature: _____ Date: _____