

WASLA WESTERN AUSTRALIAN LIBRARY OFFICER OF THE YEAR AWARD 2024

This award recognises and honours an exceptional Library Officer in a school setting whose practice has a positive impact on the service provided by their school library.

Each year, the committee of the Western Australian School Library Association may nominate or receive nominations for an individual who they consider demonstrates a high level of achievement in:

- Management of Library Resources
- Customer Service and
- General Duties

The nominated individual must have a **minimum of 3 years' experience** as a Library Officer and be a **financial member** (personal or institutional) of WASLA.

The Western Australian Library Officer of the Year will be announced at the WASLA Awards Ceremony, and will receive a framed certificate, a trophy and a cheque to the value of \$250.00.

Process for candidate selection

1. Call for nominations to go through WASLA communications to all members.
2. Details of the contribution to school libraries in Western Australia will be submitted as well as the nomination form below.
3. Nominations will be sent to the Vice President of WASLA.
4. The Scholarship and Awards Sub-Committee, led by the Vice President will select the worthy recipient.
5. The decision of the Sub-Committee will be final.
6. The Sub-Committee will prepare a short statement on the recipient to be announced and presented at the awards ceremony, along with an article to appear in the Association's journal and other communications.

Guidelines for applications

To nominate a Library Officer, you will need the following:

- A completed nomination form – outlining details of the nominee's contribution to school libraries in Western Australia
- Nomination form to be submitted electronically via email to the Vice President of WASLA
- The nominee's full curriculum vitae
- The nominee's job description or role statement
- A high-resolution image of the nominee

Expressions of Interest and Nominations to be submitted by email to the WASLA Vice President:

vicepresident@wasla.asn.au

If you are submitting a nomination, please send an **Expression of Interest email** to Natasha Georgiou by Friday 16 February 2024 (Week 3).

Closing Date for Applications: Friday 5 April 2024 (middle of Easter school holidays).

WESTERN AUSTRALIAN LIBRARY OFFICER OF THE YEAR AWARD 2024

NOMINATION FORM

Nominated by		Email
Position		Phone

NOMINEE

Name of nominee	
Name of school	
WASLA membership number	
Current position	
Library Officer work fraction	
Other position/s at school	
Principal/Employer's name	
Address	
Email	
Phone	
Year employed	
Qualifications (if applicable)	

EVIDENCE FOR NOMINATION

Under the following headings, please provide **as much evidence as possible** of the nominee's achievements and professional practice in providing exceptional library and information services within their school. **Attach any supporting documentation** to support your application.

(The role statements in Appendix 1 may assist in identifying areas for comment. **It is recommended that you address at least 8 of these statements under the appropriate headings below, to have a competitive application.**)

Management of library resources

School Library Promotion (ie. reading promotion, extra-curricular activities)

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Customer Service

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General Comments

Appendix 1

The *Australian Library and Information Association* (ALIA) describe the work undertaken by library officers/assistants as the following:

- responding to enquiries and providing advice and assistance to library users;
- working as part of a team in a library or information service environment;
- identifying and correcting minor faults with multimedia equipment;
- re-shelving returned library resources;
- assisting clients with how to use information services e.g. electronic catalogues;
- using electronic information management and cataloguing tools for data entry.

Library officers/assistants usually work as part of a service team assisting teacher librarians and library technicians with library and office tasks and procedures.

Other Library Officer role statements to assist your application:

- Display excellent verbal and written communication skills;
- Understand and demonstrate a high level of customer service principles and practices;
- Demonstrate effective time management skills;
- Exhibit ability to organize and priorities tasks effectively;
- Demonstrate ability to work in a team environment;
- Have a broad and comprehensive knowledge of library policies and procedures, including the writing, implementation, maintenance and update of same;
- Conduct financial transactions to a high degree and maintain a budget;
- Maintain an informative, welcoming and effective library environment;
- Demonstrate a high level of understanding of library management systems.

The Library Officer nominated above has my official support. I hereby declare that, to the best of my knowledge, the information supplied on and with this form is accurate.

Signature* of Nominator:		Signature* of Nominee:	
Date:		Date:	

* I accept that the typed name represents my electronic signature.