**LIBRARY OFFICER OF THE YEAR AWARD**

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 annual conference of the association and will receive a framed certificate, a trophy and $250.00.

*Guidelines for candidate selection*

1. A full curriculum vitae, including details of nominee’s contribution to school libraries in Western Australia will be submitted as well as the nomination form below.
2. Call for nominations to go on WASLA\_Net, in the WASLA journal and to all members.
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 read at the annual WASLA Conference, along with an article to appear in the Association’s journal.
7. It is recommended that the nominee provide a job description or role statement with the application.

Please note that all nomination materials must be provided in electronic format, including a high resolution image of the nominee. Please forward application by email to the

Vice-President of WASLA [vicepresident@wasla.asn.au](mailto:vicepresident@wasla.asn.au)

Closing Date for Applications: **Friday, 29 April 2016**

**WESTERN AUSTRALIAN LIBRARY OFFICER**

**OF THE YEAR 2016**

**NOMINATION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominated By:** |  | | **Email** | |
| **Position:** |  | | | **Phone** |
| **Membership No:** | **Contact EO if needed:** |  | | |

**NOMINEE**

|  |  |  |
| --- | --- | --- |
| **Name of Nominee** |  | |
| **Current Position** |  | |
| **Principal/Employer's Name** |  | |
| **Address** |  | **Email** |
|  |  | **Phone** |
| **Year employed** |  | |

**Brief CV**

|  |  |
| --- | --- |
| **Experience as Library Officer** |  |

**Reason for Nomination**

Please provide brief pointers to evidence of the nominee's achievements and professional practice in providing exceptional library and information services within their school.

(The role statements following this may assist in identifying areas for comment.)

|  |  |
| --- | --- |
|  | **Management of library resources** |
|  | **Customer Service** |
|  | **General Duties** |

|  |
| --- |
| **General Comments** |

**Library Officers**

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 work as part of a service team assisting 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.