

LIBRARY OFFICER OF THE YEAR AWARD

2020

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.

*Process for candidate selection*

1. Call for nominations to go on WASLANet, in the WASLA journal and to all members
2. The Scholarship and Awards sub-committee, led by the Vice-President, will select the worthy recipient
3. The decision of the sub-committee will be final
4. 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

*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
* The nominee’s full curriculum vitae
* The nominee’s job description or role statement
* A high-resolution image of the nominee

Nominations to be submitted by email to [vicepresident@wasla.asn.au](mailto:vicepresident@wasla.asn.au)

Closing Date for Applications: **Monday 16 March, 2020**

WESTERN AUSTRALIAN LIBRARY OFFICER OF THE YEAR AWARD 2020

NOMINATION FORM

|  |  |  |
| --- | --- | --- |
| Nominated by |  | Email |
| Position |  | Phone |

NOMINEE

|  |  |
| --- | --- |
| Name of nominee |  |
| Membership number |  |
| Current position |  |
| Principal/Employer's name |  |
| Address |  |
| Email |  |
| Phone |  |
| Year employed |  |

BRIEF CV

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| --- | --- |
| Experience as a Library Officer |  |

EVIDENCE FOR NOMINATION

Under the following headings, 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**

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**Customer Service**

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**General Duties**

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**General Comments**

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**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.