

WASLA WESTERN AUSTRALIAN

LIBRARY OFFICER OF THE YEAR AWARD 2023

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 cash 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 their contribution to school libraries in Western Australia will be submitted as well as the nomination form below.
3. Nominations will be sent to the 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](mailto:vicepresident@wasla.asn.au)

If you are submitting a nomination, please send an Expression of Interest to Natasha Georgiou by

Monday 28 November 2022 (Week 8).

Closing Date for Applications: **Friday 17 February 2023 (Week 3).**

WESTERN AUSTRALIAN LIBRARY OFFICER OF THE YEAR AWARD 2023

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 |  |
| School Address |  |
| Email |  |
| Phone/Mobile |  |
| Year employed |  |

BRIEF CV

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

EVIDENCE FOR NOMINATION

Under the following headings, please provide evidence of the nominee's achievements and professional practice in providing exceptional library and information services within their school.

(The role statements following this should be considered when identifying areas for comment.

The boxes expand as required.)

**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 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.