

## WASLA WESTERN AUSTRALIAN LIBRARY TECHNICIAN OF THE YEAR AWARD 2024

This award recognises and honours an exceptional Library Technician, in a school setting, whose professional 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:

- Professional Knowledge
- Professional Practice and
- Professional Commitment

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

The Western Australian Library Technician 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 Technician, 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 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 TECHNICIAN OF THE YEAR 2024

### NOMINATION FORM

Nominated by	Email
Position	Phone

#### NOMINEE

Name of Nominee	
Name of School	
WASLA Membership number	
Current Position	
Library Technician Work Fraction	
Other position/s at school	
Principal/Employer's Name	
Address	
Email	
Phone	
Year employed	
Qualifications	

## EVIDENCE FOR NOMINATION

Please provide evidence of the nominee's achievements and professional practice in providing exceptional library and information services within their school. **Please attach any supporting documentation to support your application.**

(The role statements in Appendix 1 may assist in identifying areas for comment)

### **Library Policies**

\*You must include copies of your Collection Development and Challenge Policy.

Other items that you can include and discuss are strategic goals, mission statements, how your goals match your school goals, and procedure manuals. You should've been responsible for creating these documents.

**Collection**

Give 2 defining examples of how your school library collection meets benchmark standards. For example, collection structure, accessibility, diversification, inclusivity, and online presence (library webpage, how you support the curriculum digitally). How were you personally responsible for these examples?

**How do you support the school community?**

How do you go above and beyond to support your school? For example, delivering professional development, supporting the curriculum, collaborating with other learning areas and being on committees.

**Advocacy**

How do you advocate and improve the profession? Include evidence for how you communicate to your school community about the importance of school libraries. Do you contribute to professional learning events or school library / literacy committees? Any evidence of leadership within and/or outside of your school?

## General Comments

## Appendix 1

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

With a focus on operational and technical aspects of library and information, typical tasks and responsibilities may include:

- assisting with loan and reference queries at the counter and by phone;
- assisting with internet and online database searches;
- maintaining library resources, records and systems;
- entering and editing data into computerised databases;
- operating photocopiers and other IT and AV equipment;
- arranging inter-library loans;
- develop and present promotional programs, including displays and library tours;
- undertake copy cataloguing and classification.

Library Technicians usually work under the supervision of a teacher librarian and have a strong focus and vital role in customer service. They may also be the sole practitioner within the school library or have Library Officers working under their supervision.

Other Library Technician 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 Technician 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.