**LIBRARY TECHNICIAN OF THE YEAR AWARD**

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 Committment

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 the association.

The Western Australian Library Technician 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.

**WESTERN AUSTRALIAN LIBRARY TECHNICIAN**

**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**

|  |  |
| --- | --- |
| **Nominee's qualifications Library Technician** |  |
| **Experience as a Library Technician** |  |

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**

**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.)

|  |  |
| --- | --- |
|  | **Professional Knowledge** |
|  | **Professional Practice** |
|  | **Professional Commitment** |

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

**Library Technicians**

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 librarian and have a strong focus and vital role in customer service.

**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.