LIBRARY TECHNICIAN OF THE YEAR AWARD

2020

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 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.

*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 Technician, 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 9 March 2020**

WESTERN AUSTRALIAN LIBRARY TECHNICIAN OF THE YEAR 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

|  |  |
| --- | --- |
| Library Technician qualifications |  |
| Experience as a  Library Technician |  |

EVIDENCE 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**

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**Professional Practice**

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**Professional Commitment**

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**General Comments**

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**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.