WASLA WESTERN AUSTRALIAN

LIBRARY TECHNICIAN OF THE YEAR AWARD 2021

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 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 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 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: [Felicia.Harris@education.wa.edu.au](mailto:Felicia.Harris@education.wa.edu.au)

If you are submitting a nomination, please send an Expression of Interest to Felicia Harris by Friday 27 February.

Closing Date for Applications: **Monday 29 March 2021**

WESTERN AUSTRALIAN LIBRARY TECHNICIAN OF THE YEAR 2021

NOMINATION FORM

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

NOMINEE

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

BRIEF CV

|  |  |
| --- | --- |
| Library Technician qualification/s |  |
| 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**

|  |
| --- |
|  |

**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 teacher 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.