



Tō Mātau Moemoeā Our Vision is to use the past, present and future technology and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: Assistant Librarian - Publications

Reports to: Head of Library and Archives

PURPOSE OF THE ROLE

The Assistant Librarian - Publications is responsible for the sorting and accurate recording of Walsh Memorial Library holdings specific to MOTAT's published titles collections (publications, manuals, and serials). This includes recommendations for acquisition and deaccession of publications. Additionally, the Assistant Librarian, is required to assist library users with research queries and image orders.

RESPONSIBILITIES

- To meet the information needs of the public and MOTAT staff
- Accurately catalogue and digitise information on library holdings to internationally recognised standards
- Take the lead on copyright and cultural rights management within the Walsh Memorial Library collection
- Contribute to the Library team and Museum goals outlined in the Annual Business Plan
- Review published titles collection for relevance against MOTAT Collections Policy and recommend deaccessioning
- Recommend acquisitions of publications for purchase through retailers, wholesalers and auction.
- Management of donor relationships, assessment and recommendation of donated publication material
- Handle Library material in a responsible manner (and in accordance with MOTAT Collection Care policy)
- Complete the following library-related tasks:
 - Enhance existing holdings records
 - Front of house duties – including answering reference enquiries, shelving, printing and scanning
 - External database searching e.g. WorldCat, Te Puna
 - Vernon database searching
 - Identification of items needing conservation treatment
 - Pest control, cleaning the collection and ensuring the stack is tidy
- Embrace a mindset of continuous improvement in understanding and implementing the principles of Te Tiriti o Waitangi.

- Model behaviours consistent with MOTAT values and MOTAT competency framework.
- Comply with all museum policies and procedures including but not limited to Safety & Wellbeing and the Museums Aotearoa’s Code of Ethics.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT’s business objectives are met.

KEY PERFORMANCE INDICATORS

- Customer service skills
- Accurate data matching and data inputting
- Cooperative team involvement
- Complies with MOTAT policies

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Nil
Internal Liaison:	Library and Archives Team, Collections Team, MOTAT Team
External Liaison:	Customers

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- Minimum of two years’ experience working in a library, or similar role
- A Bachelor’s degree or be working towards a Library and Information, Museum or Heritage related qualification
- Experience and ability in searching and accessing information via different web-based platforms
- Demonstrated understanding of appropriate handling and care of publications
- Demonstrated experience working in a customer service role
- Good written and verbal communication skills
- Knowledge of the Vernon database would be an advantage

Ō MĀTAU UARA OUR VALUES

AUAHATANGA INNOVATION	We will be courageous and try new things.
NGĀTAHITANGA COLLABORATION	We will work as a team that respects and supports others.
MOTUHĒHĒTANGA INTEGRITY	We will act ethically and with respect and transparency.

PŪMAUTANGA SUSTAINABILITY

We will foster knowledge and promote technology that is beneficial to our community and environment.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.