



**OUR VISION:** To be the “must experience” museum that uses past, present, and future Kiwi technology and ingenuity to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

**Position:** Assistant Librarian - Publications

**Reports to:** Library and Archives Manager

## PURPOSE OF THE ROLE

The Assistant Librarian- Publications assists senior library staff in 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 record information on library holdings to internationally recognised standards
- 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 and or through donation
- Handle Library material in a responsible manner (and in accordance with MOTAT Collection Care policy)
- Follow all museum policies and procedures including but not limited to Health Safety & Environment and the Museums Aotearoa’s Code of Ethics
- Undertake any other reasonable duties as may be required to ensure that MOTAT’s business objectives are met
- 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

## 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

## OUR VALUES

### *Ō MĀTUA UARA*

**Innovation** We will be courageous and try new things.

**Collaboration** We will work as a team that respects and supports others.

**Integrity** We will act ethically and with respect and transparency.

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

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.