

# Role Description

## Library Technician

---

**Reports to:** Library Manager

**Employment type:** Full-time, term time only

The Library Technician supports the operations of the Hudson Library and Research Centre by maintaining library systems and the management of digital platforms. This role focuses on seamless access and organisation of print and digital resources to meet the teaching and learning needs of the Meriden community.

### **Key Responsibilities:**

#### **Technical Systems and Resource Management:**

- Maintain and update AccessIt, Library Management System (LMS), including set-up of user accounts, cataloguing, data entry, metadata, indexing, and circulation processes
- Catalogue and classify resources to professional standards (e.g. SCIS, Dewey Decimal Classification, MARC records)
- Oversee the integration of digital resources such as Wheelers, online databases, research tools and other digital subscription services
- Troubleshoot and support technical issues relating to library software, student access, authentication, and resource delivery
- Generate reports and data sets from the LMS to support collection development and evidence-based decision-making.

#### **Digital and Information Services:**

- Support staff and students in accessing digital platforms, online resources, and reading apps
- Assist in the implementation of new technologies that enhance information access (e.g. federated search, discovery layers, library portals)
- Provide guidance in digital literacy—such as managing digital devices, accessing resources remotely, and using research databases effectively.

#### **Collection Care and Technical Processing:**

- Perform physical processing of new resources including labelling, barcoding, and protective covering
- Monitor the condition of the collection and carry out repairs, replacements, and withdrawals as required
- Ensure accurate stocktaking and inventory management of library holdings
- Apply consistent metadata standards to ensure discoverability and accuracy across physical and digital collections.

#### **Operational and Support Duties:**

- Provide circulation desk support, including check-in/out, reservations, overdue management, and interlibrary loans
- Assist in supervising library spaces, technology use, and ensuring proper handling of resources.

### **Qualifications and Experience:**

- Certificate or Diploma in Library and Information Services (minimum requirement)
- Demonstrated experience in technical library operations in a school or educational setting
- Experience with both physical and electronic resource management.

### **Other Skills and Attributes:**

- Strong technical expertise with Library Management Systems (Oliver v5, Accessit or similar)
- Knowledge of current cataloguing and metadata standards (SCIS, RDA, MARC)
- Familiarity with authentication systems for online resources (e.g. Single Sign-On, proxy services)
- Ability to troubleshoot digital platforms and liaise with ICT as required
- Excellent attention to detail, accuracy, and information organisation
- Capacity to provide responsive support to staff and students in technical and research-related inquiries
- Loyal to the School and the Principal
- Supportive of the Christian ethos of Meriden.