

NATIONAL LIBRARY OF AUSTRALIA

DUTY STATEMENT

Date Approved : December 2006 Position Number : 1607

Classification : APS3
Division : Australian Collections & Reader Services
Branch : Pictures Branch

DUTIES

1. Process orders for photographic copies of material in the National Library's Pictures Collection, using an online image management system and other software
2. Associated clerical duties including statistics and data entry
3. Liaise with clients, and provide service to readers in the Pictures Reading room on a regular basis.
4. Apply Workplace Diversity, Occupational Health and Safety and Industrial Democracy guidelines and principles in the workplace.

Duty representing highest function : 1
Immediate supervisor : APS6 (PN 89)

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SELECTION CRITERIA

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1. Basic understanding of picture collections, library tools and procedures and photographic products

The position requires some knowledge of pictorial material and of the bibliographic data used to describe pictorial material. Basic knowledge of photographic products, such as prints and jpegs, is also required so the staff member can provide advice to clients. Rostered duty in the Pictures Reading Room is part of the duties and requires a basic knowledge of pictorial material and library catalogues and preferably some knowledge of Australian history or Australian art history.

2. Aptitude for processing digital photographs and working with software such as Adobe Photoshop

The staff member will be required to quality-check digital images, copy digital images for clients, write images to CD and deliver images by FTP; these duties requires an aptitude for handling digital image files and a basic knowledge of software such as Photoshop.

3. Ability to work well in a team and communicate effectively

The Reference team within the Pictures Section is a small team of staff members who work closely together to supply photographic and digital copies of works held in the Pictures Collection. The position also requires communication with staff in other areas of the Library and with clients.

4. Ability to manage workflows and to meet deadlines

The position requires flexibility to accommodate not only the uneven flow of photographic orders but also the rostered reading room duty, and an ability to process orders within required timeframes.

5. Ability to perform complex clerical procedures and to learn new skills

Photographic order procedures are complex and evolving. The position requires an ability to absorb new procedures quickly and to solve problems, and a willingness to upgrade skills. An ordered and neat approach to the clerical duties involved is also required as other staff members need to be able to track the process of orders.

6. An understanding and commitment to the principles and guidelines of Workplace Diversity, Occupational Health and Safety and Industrial Democracy and their application in the workplace.

An understanding and commitment to the guidelines and principles of workplace diversity, industrial democracy and occupational health and safety and their application in the workplace is essential.

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JOB DESCRIPTION

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Positions at this level work under supervision within clear guidelines and established work practices and priorities, in functions which may require the application of knowledge, technical skills and techniques appropriate to the work area.

Staff in this position may be required to perform the following tasks:

- Process orders for photographic copies of material in the National Library's Pictures Collection, using an online image management system and other software
- Associated clerical duties including statistics and data entry
- Liaise with clients, and provide service to readers in the Pictures Reading room on a regular basis.
- Apply Workplace Diversity, Occupational Health and Safety and Industrial Democracy guidelines and principles in the workplace.