

Collections and Acquisitions Librarian

Classification: Band 6
Date reviewed: November 2025
Department: Community Learning & Participation **Directorate:** Community Wellbeing
Approved by: Manager Community Learning & Participation

Commitment of Brimbank City Council



All employees at Brimbank City Council are expected to provide the highest standards of work to ensure that Council can achieve its Vision and meet organisational objectives. We want our leaders to be collaborative, humble, smart and hungry. Our Vision
 A progressive, values-led and high performing organization where we connect and collaborate to make and impact.

Our Values

At Brimbank, all our roles in different ways, impact and support the diverse needs of the community we serve. Our values and behaviours demonstrate what is important to us, the Brimbank team. They help build a shared understanding and guide our interactions with each other and the community.

Strategic Priorities

- Lead with our Culture
- Invest in our People
- Improve our systems and adapt how we work
- Agree our Priorities
- Engage our Community
- Enhance our Services and Performance Reporting

Position Purpose

The Collections and Acquisitions Librarian is responsible for the delivery of high-quality library collections, through the management of acquisitions, liaising with library suppliers, and cataloguing and processing of materials.

The role is also responsible for the day-to-day curation of digital library assets, including eBooks, audiobooks, and digital newspapers/magazines.

The role is responsible for running regular collection reports and catalogue maintenance tasks.

The role is part of a wider Central Services team who share a number of core administrative tasks including customer notifications, email requests, mail and assorted other activities.

The role will include regular rostered desk shifts across the library service, and as an Officer in Charge this role is required to effectively communicate at all times across the organisation, with peers, team leaders, coordinators and managers.

Key Responsibilities

- Support the ordering and processing of collections, including the monitoring of customer demand and supply
- Monitor and maintain the libraries digital collections including eBooks, audiobooks and digital magazines and newspapers
- Liaise with suppliers in relation to the supply of profile and other orders
- Review and maintain key documents for shelf-ready suppliers based on Brimbank standards
- Monitor serial subscriptions and usage including both print and digital, and monitor supply.
- Undertake original and copy cataloguing as required
- Maintain library catalogue records to the required standard
- Run collection management reports as required
- Support team members across the service to deliver collection development tasks including deselection and stock rotation to meet collections goals and targets
- Undertake training of staff in relevant procedures, policies and services
- Participate in team process reviews to ensure continuous improvements in delivery of collections to customers
- Provide excellent proactive customer service through rostered desk shifts and undertake the role of Officer in Charge when required
- Participate in service wide team meetings to support the development and promotion of programs, services and collections
- Responsible for the day to day operations of the library if required to act as Officer in charge
- Participate in and contribute to industry networks
- Undertake other duties appropriate to the position as required

Organisational Relationship/Context

Reports to Library Collections Coordinator

Supervises day to day supervision of staff as the Officer in charge (OIC)

Budget managed N/A

Major contacts Internal:

- Library and Council Staff

External:

- Community members
- Library Suppliers
- Relevant Industry Groups

Accountability

The position works under the indirect supervision of the Library Collections Coordinator.

The position is accountable for:

- Effective provision of library collections across the service
- Responsible for effective catalogue records to enhance customers access to collections
- Responsible for the curation of digital library collection including eBooks, audiobooks, digital periodicals etc within defined budgets.
- Accurate and up-to-date shelf-ready documentation that reflects the library's standards
- Effective tracking and actioning of customer collection requests
- Using discretion, judgment and initiative to respond appropriately to customer enquiries and requests
- Accurate maintenance of statistical reports on collections and collection usage.
- Applying and interpreting Library and Council policies and procedures
- To always work within the code of conduct

The position also may be required to work under the indirect supervision of the Library Team Leader and Portfolio Lead and is accountable for:

- Resolving problems and making discretionary decisions in order to provide high quality customer service in the application and interpreting of Library and Council policies and procedure
- Providing information services to library customers
- Responding accurately, and in a timely manner, to customer enquiries and requests
- Provision of high quality proactive customer service
- When rostered as Officer in Charge is responsible for rostered staff

Judgement and Decision Making

The position is required to make informed decisions on the supply and ordering of library materials and to solve problems on a daily basis, referring to the Library Collections Coordinator or senior staff as appropriate.

The position operates within documented policies, procedures and guidelines, with judgement and discretion required in the application of these procedures.

Senior staff are usually always available for guidance and advice.

Specialist Skills and Knowledge

- Skills and experience in cataloguing of library resources and knowledge of cataloguing standards.
- Extensive skills and experience using IT applications and considerable experience/ability to troubleshoot computers and support customers use of technology
- Demonstrated understanding of the role of Brimbank Libraries in the community and our focus on learning
- Skills, experience and knowledge in the provision of reference and information services including print and online

Management Skills

- Proven ability to manage own time, set priorities and organise tasks to achieve position and performance objectives
- Ability to participate in the implementation, maintenance and review of systems and procedures to achieve specified objectives
- Proven ability to provide on the job training, induction and guidance to other team members including work experience and industry placement students

Interpersonal Skills

- Ability to communicate sensitively and effectively with a range of people from diverse backgrounds, cultures and abilities
- Ability and confidence to seek opportunities to engage with customers
- Ability to respond positively to change and pressure in a busy and demanding environment
- Ability to deal effectively with difficult situations within policies and procedures
- Ability to cooperate with others and communicate effectively to meet team goals and resolve problems

Qualifications and Experience

Mandatory: Degree or Diploma qualification(s) in Information Management i.e. Associate Diploma or Diploma in library/information management, information technology, and / or equivalent experience

Customer Service experience

Online acquisitions and cataloguing skills including knowledge and experience of working in an automated cataloguing environment, LMS records management and knowledge of cataloguing standards

Ability to liaise with suppliers in regard to selection, cataloguing and processing of library materials

Considerable experience in the use of a range of IT applications including social media

Working with Children Check (or successful check completed within 4 weeks of commencement)

Desirable: Valid drivers licence,
Library experience and/or experience in a similar work environment
Experience working in a diverse and multicultural environment
Ability to speak a community language

Key Selection Criteria

- Ability to work in accordance with our values and behaviours
- Degree or Diploma qualification(s) in Information Management or similar discipline, or lesser formal qualification(s) but extensive and recent relevant experience
- Demonstrated knowledge of the role of collections in libraries in meeting customer needs
- Excellent acquisitions and cataloguing skills including original and copy cataloguing
- Experience in working with shelf ready suppliers in regard to selection, cataloguing and relevant matters
- Demonstrated high level of skill in the use of IT applications and troubleshooting and the maintenance of statistical information
- Demonstrated communication skills including an ability to create positive working relationships
- Demonstrated ability to identify problems and provide solutions
- Ability to work in an innovative environment embracing change
- Demonstrated customer service skills and experience with the ability to engage with people from diverse backgrounds.

Working at Brimbank

Child Safe

Brimbank City Council is a Child Safe organisation. Brimbank will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices. All allegations of abuse and safety concerns received by Council will be treated very seriously and acted upon in accordance with relevant policies and procedures (*Brimbank Child Safe Policy and Child Safety Responding and Reporting Procedure*).

Equal Opportunity

Support the provision of a work environment that is free from harassment, discrimination and bullying and refrain from engaging in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.

Adhere to Council's Equal Opportunity policy and procedures and the Victorian Equal Opportunity Act 2010 and federal legislation regarding Equal Opportunity.

In Victoria it is against the law to discriminate on a number of grounds including (but not limited to) age, disability/impairment, race, sex, status as a carer, marital status, pregnancy and gender identity.

Gender Equality

Advancing gender equality is a shared responsibility that requires everyone's involvement. This means all employees' behaviours and actions must allow all people to participate, feel safe and feel included regardless of their gender or other attributes of their identity.

All employees have a responsibility to support and promote gender equality and Brimbank's vision for workplace gender equality, as outlined in the Gender Equality Action Plan (*Refer to Gender Equality Act 2020*).

Occupational Health and Safety

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public.

- Executive – Establish, maintain, evaluate and continuously improve Council's OHS management system
- Managers, Coordinators, Team Leaders – Implement, monitor, audit, supervise and enforce conformance with Council's OHS policies, procedures and safety standards. Prepare and implement associated Departmental OHS programs. Identify and resolve Departmental OHS issues.
- Employees – Everyone is an employee - Conform to Council's OHS policies, procedures, and code of conduct and safety standards. Whilst at work, all employees must:
 - Take reasonable care for their own health and safety
 - Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace
 - Co-operate with respect of any action taken by Council to establish and maintain occupational health and safety systems and procedures
 - Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety
 - Use protective equipment or clothing provided by Council at all required times
 - Employees should immediately notify their manager in the event of an injury, near miss, damaged equipment or other workplace hazard
 - Refer: Occupational Health and Safety Act 2004

Risk Management

- Contribute to making Brimbank as risk free as possible for all employees, residents and visitors
- Take all reasonable action to protect Council assets from damage and or loss
- Comply with Council's Risk Management Policy and Risk Management Guide.

Managing Information

All employees have a responsibility to ensure all business records are accurately captured and managed within Council's recordkeeping systems. This includes:

- making records to support what you do that provides evidence of business transactions
- ensure records are descriptive to enable easy identification and retrieval
- ensure security of information, protect confidential, personal and sensitive information and only release information when authorised to do so
- familiarise yourself with information management policies and procedures and where possible take reasonable steps to improve recordkeeping practices in the workplace.

Legislative Governance

Each employee has a duty and a responsibility to:

- Contribute to the development of Council's legislative governance culture
- Adhere to Council's Legislative Governance Policy
- Do all things reasonably necessary to achieve compliance with those obligations relevant to you, which are derived from law, Council policy, strategy, procedure and contracts, as soon as practicable and by the legislative due date.

Returns

Staff may be required to submit a Return of Interests pursuant to section 81 of the Local Government Act, if appointed by the CEO as a Nominated Person or where required to by law.