



Continuing Professional Development Scheme

## ALIA PD Scheme Specialisation Skills Audit Checklist Schools - Library Technician

Welcome to the ALIA PD Scheme Schools Specialisation Skills Audit Checklist for Library Technicians. The skills audit checklist is designed to help you identify gaps in your knowledge and provide guidance for choosing your most appropriate continuing professional development activities in the area of librarianship.

Outlined below are the 8 competencies and the auditable skills associated with these, as identified by ALIA.

When marking the tables, consider how well you think you can apply the skill:

**Really well** means that you are very competent and have an advanced level of knowledge or skills.

**Well** means that you are more than just competent, but you could still learn more about the skill.

**I can do this** means you are competent and have a basic level of knowledge or skills.

**More practice** means that you are not quite competent, and need to learn more about this skill or knowledge.

**Learn this** means that you need to learn this skill or knowledge.

**No interest** means that this skill or knowledge has no interest to you or the career path you are pursuing. It could also be something you may wish to learn later in your career.

# marks descriptors in the eight competencies that can be applied to;

- Library technicians with aspirations to develop the necessary skills or knowledge to support the upgrading of their library qualification via a suitably recognized tertiary course



## 1. Understand the library sector and the policies, issues and trends that impact upon the education system.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I am able to find information about the school library sector within Australia.						
b) I follow the library's policies and procedures that reflect the school's mission.						
c) I follow the national standards for school library and information management for instance cataloguing standards, buildings standards.						
d) I understand the ethical and legal issues raised by the implementation of programs and services for my school for instance safety of students, copyright.						
e) I understand that there are students with diverse linguistic, cultural, social, religious, socioeconomic and developmental backgrounds.						
f) I understand the major information statements and programs of my school. #						



## 2. Understand and apply the principles and practices related to developing information services to meet users' needs.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I provide reference and information services to the school community.						
b) I apply information management practices and systems that are consistent with national standards for instance RDA, copyright.						
c) I know the methods of information delivery and access.						
d) I can measure the value, quality and effectiveness of the principles and practices of information services to my school. #						
e) I know why, when and how to add value to the library service. #						
f) I ensure that services are relevant to the needs of learners in the school community and have been objectively assessed. #						
g) I support learning and teaching by providing access to professionally-selected resources. #						



### 3. Know and understand the importance of reading and develop programs for users.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I know about literature for children and young adults.						
b) I understand literacy, curriculum and specific reading programs in my school.						
c) I understand how children and young adults become independent readers.						
d) I know how to promote and foster a love of reading.						
e) I understand different types of readers and can select resources to match their reading needs and interests.						
f) I can measure the value, quality and effectiveness of the principles and practices of reading services. #						
g) I understand the reading interests of students and the emerging reading trends. #						



## 4. Understand and facilitate the management of information resources in a broad range of formats.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I know about information, resources and technology.						
b) I participate in the organisation of content with reference to learning and teaching programs.						
c) I can assist in the selection of a wide range of content and formats including ICT, to engage students in their learning.						
d) I assist colleagues to create, select and use a wide range of resources, including ICT.						
e) I use ICT safely, responsibly and ethically, in compliance with legislative, administrative and organisational requirements.						
f) I facilitate access to information resources through efficient, effective and professionally-managed systems.						
g) I consider, in consultation with the teacher librarian, the linguistic, cultural, social, religious, socioeconomic and developmental backgrounds of learners in program implementation and curriculum resourcing.						
h) I understand digital citizenship principles and how these apply to appropriate and ethical online behavior.						
i) I promote an individual's responsibility to be a digital citizen.						
j) I participate in providing constructive feedback about the use of resources at my school. #						



## 5. Know and understand the application of leadership, finance, communication, and management theory and techniques.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I am a member of school committees.						
b) I can provide feedback on a project, and assist in measuring its effectiveness.						
c) I am able to communicate in a professional manner, including being able to present my ideas in a clear and concise way.						
d) I have effective conflict resolution skills.						
e) I support the needs of the library, for instance performance appraisal, professional development, responding to roster changes.						
h) I understand how the library's services support the educational goals and philosophy of the school.						
i) I participate in library reviews in consultation with the school's leadership team and seek data about library services from the school community.						
f) I contribute to the plans and budget for improvement in library and information services and programs. #						
g) I can collect data that measures library resources, facilities, programs and services against current policies, standards documents and benchmarks. #						



## 6. Understand and use technology and systems to manage all forms of information and media.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I understand the library's collection policy and methods related to development and deselection.						
b) I assist in keeping library policies up to date.						
c) I have practical knowledge of the selection, acquisition and management and licensing of resources.						
d) I know the optimal environmental conditions for maintaining collections.						
e) I understand cataloguing systems for instance MARC and RDA.						
f) I understand the need for disaster preparation plans.						
g) I use ICT at my school for instance library software program, SCIS, ebooks.						
h) I know the copyright rules for copying and disseminating information in the appropriate formats.						



## 7. Understand the importance of information literacy and develop programs for users.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a. I support the information-rich learning environment which supports the learning and teaching needs of the school community.						
b. I foster an environment where learners are encouraged and empowered to read, view, listen and respond for understanding and enjoyment.						
c. I appreciate the dynamic nature of ICTs and their role in education.						
d. I understand how learners can develop and apply lifelong learning skills and strategies.						
e. I assist staff and students to assess digital resources for relevancy, authority, accuracy and to understand and respect copyright and intellectual property. #						
f. I assist in providing access to information resources through efficient, effective and professionally-managed systems. #						
g. I support a 'whole school focus' on information literacy policy and implementation. #						



## 8. Maintain currency of professional knowledge and practice.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a. I understand and model the principles of lifelong learning.						
b. I participate in evaluating the library's performance in meeting accountability requirements, and make changes as a result of findings.						
c. I support the provision of library services and resources that meet the needs of learning and teaching.						
d. I access relevant professional development opportunities, wherever they may be found.						
e. I record and reflect on my professional development.						
f. I attend professional development activities that reflect identified learning goals and an ongoing commitment to my professional learning.						
g. I promote the profession of library technician in the school and the wider community.						
h. I demonstrate collegiality by being active in professional associations or network groups.						
i. I undertake research which informs evidence-based innovation in school library. #						