**Fieldwork Placement Application 2025 – Intake 2**

This form is for tertiary students applying to undertake the field studies component of their qualification at State Library of Queensland.

***Your details***

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact details | Phone:  Email: |

***Course details***

|  |  |
| --- | --- |
| Course currently being studied |  |
| Educational institution |  |
| Expected graduation date |  |
| Course convenor’s name and contact details |  |
| Is placement a mandatory requirement of your course? |  |
| What is the total number of mandatory hours required? |  |
| Preferred dates (Oct-Nov 2025) |  |

***Placement details***

Please number your areas of interest in order of preference (1 being highest priority).

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| Access and Discovery  (Discovery, Document Delivery, Public Library Collections, Collection Delivery) | The **Access and Discovery** team is responsible for storing and maintaining State Library’s over 40 km of physical collections. It also coordinates the selection of physical and  electronic resources for access by clients and libraries across Queensland. The team facilitates access to collections and manages membership. It also focuses on the continuous improvement of the online discovery experience for all State Library clients and staff.  **This opportunity is for library technician student’s exclusively.** |  |
| Metadata | The **Metadata** team coordinates the acquisition, description, and arrangement of State Library collections. It provides high quality cataloguing information which ensures content is discoverable within the One Search catalogue. The team is committed to reparative and inclusive description and is leading work on decolonising our collections. The team also looks after the life cycle of eresources, from contract negotiation to making the items accessible to State Library clients. There are four work units in the team: Acquisitions and Support; Contemporary Description; Retrospective Description and eresource Management. |  |
| Compliance and Assurance | **Compliance and Assurance** branch, within the Corporate Services portfolio, is responsible for procurement, risk management, compliance and project assurance. The Compliance team is responsible for internal controls and records management and provides advice on procurement and contract management. The Project Assurance team is responsible for ensuring appropriate governance arrangements are applied to projects to improve likelihood of project success, enhance project management capability across State Library and increase visibility of project performance.  It would be particularly valuable if students had knowledge of data entry, Power BI, or other reporting systems (not mandatory). |  |
| Foundation | **Foundation** branch, within the Office of the State Librarian, is responsible for seeking donations, grants and sponsorships on behalf of State Library in order to maintain, enhance and expand its collections, facilities and services. The branch raises funds to preserve and acquire significant collections to advance the understanding of Queensland’s culture and heritage.  It would be particularly valuable if students were studying Business, Philanthropy, or Event Management (not mandatory). |  |
| Other – please specify |  |  |

**Please provide a short summary of why you are interested in completing your placement with State Library of Queensland and your interest in the business areas you have given preference to above:**

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**Please forward your application and resume to** [recruitment@caa.qld.gov.au](mailto:recruitment@caa.qld.gov.au)