**Fieldwork Placement Application**

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 |  |

***Placement details***

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

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| Queensland Memory | **Queensland Memory** is responsible for developing a thorough documentary record of Queensland. These collections provide a repository of content able to be used and interpreted to create new knowledge. The team plays a key role in ensuring high levels of engagement with State Library collections and enhancing clients’ ability to engage with Queensland content. |  |
| Access Services | The **Access Services** 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. To facilitate client access, the team manages State Library membership and offers a request service for copies, images and loans from a wide range of national and international resources. |  |
| Visitor and Information Services | The teams forming the **Visitor and Information Services** branch are dedicated to providing a high quality client experience to all visitors. The Visitor Services team provides a welcoming front line experience for visitors, and manages the Volunteer Program. Staff in the Library and Client Services team guide visitors in their use of collections and facilities across State Library and apply their extensive research skills to respond to clients’ complex reference enquiries. Schools Engagement takes the lead in forging connections between school communities and State Library.  Placements suitable for library technician and librarian qualifications. |  |
| Preservation Services | The **Preservation Services** team has the important task of ensuring the protection and preservation of State Library’s unique physical and digital collection. With state-of-the-art facilities and resources at hand, the team aims to preserve the collection so that items can be accessed, used and enjoyed by current and future generations. It is responsible for the digitisation of collection items to ensure best practice access for our clients. The team also offers advice, training and services to Queensland's regional libraries, other organisations and members of the public. |  |
| Metadata Services | The **Metadata Services** team coordinates the acquisition, description and arrangement of State Library’s collections. It provides high quality cataloguing information which ensures State Library content is discoverable within the One Search catalogue. The team also looks after the life cycle of eResouces, from contract negotiation to making the items accessible to State Library clients. There are four units in the team: Acquisitions and Support; Contemporary Description; Retrospective Description; and eResource Management. |  |
| Digital Library Initiatives | The **Digital Library Initiatives** branch focuses on the continuous improvement of the online discovery experience for all State Library clients and staff. Digital Library Initiatives is responsible for coordinating the management and integration of library software applications in use at State Library. The team provides technical expertise, works with and supports all users of the library applications to ensure that the systems are optimised to meet user needs and shape efficiencies. The team is responsible for exploring, researching and developing new ways of making State Library collections discoverable online, and encouraging people to engage with State Library collections across multiple platforms. |  |
| Other – please specify |  |  |

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