

**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**

|  |  |
| --- | --- |
| Full name |  |
| Home address |  |
| Contact number |  |
| Email address |  |

**Course details**

|  |  |
| --- | --- |
| Name of course 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 indicate in the box on page 3 your preferred placement – number from 1 through to 4 (1 being your highest preference).

There may be some offer of placements across multiple teams.

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| --- | --- |
| **Branch/Team** | **Description** |
| **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 access, storage and maintenance of State Library’s over 40 km of physical collections. It coordinates the selection of physical and electronic resources for access by clients and Libraries across Queensland and provides a request service for a wide range of national and international resources. The team manages State Library membership to facilitate client access to collections and services. |
| **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 team includes the Library and Client Services team who staff the front of house desks on levels 2 – 4 providing visitors with guidance on how to use and access State Library collections. The team also facilitates the telephone reference and Ask Us enquiry services.  **Suitable for:**  This is a perfect placement for a person undertaking studies to become a Librarian or Library Technician who has a passion for client services.    Placement for 1 day through to 4 weeks available, with opportunities to spend time with other areas such as Queensland Memory. |
| **Digital Library Initiatives** | The **Digital Library Initiatives** team 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, especially the library catalogue, One Search.  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 DLI 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**  **Co-delivered placement** |  |

**Preferred placement**

|  |  |
| --- | --- |
| Please indicate your preferred areas of placement | Notes: |

**Submitting your application**

Please provide the following information to apply:

* Completed Fieldwork Application Form
* Copy of your resume

Once prepared, email your application along with any other supporting documents to [Recruitment@caa.qld.gov.au](mailto:Recruitment@caa.qld.gov.au).