

Librarian Job Description

Scope of Employment: 15 hours Monday – Friday (negotiable times/days)

Contractual Obligations: Contractual agreements, terms and conditions are as implied under the current 'Support Staff Collective Employment Contract'. If employees are not members, then an individual employment contract will be established.

Responsible To: The Principal and Teacher Librarian for duties

Functional Relationships:

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| 1. Pupils | 2. Teachers and school administration staff |
| 3. Senior Management staff. | 4. Principal |
| 5. School Board of Trustees | 6. Parents |

Primary Objectives:

1. To know the school Library and equipment as fully as possible.
2. To provide the library as a positive 'anytime' Learning Environment for students.
3. To show initiative in the implementation of learning areas and displays, promoting books, resources and ICT programmes to students and staff (inquiry / research where appropriate).
4. To keep records, which allow tracking of budgets, stock inventories, seasonal jobs, timetables and maintenance.
5. To set an example and standards that will be acceptable to parents and co-workers and which will serve as a model to pupils.
6. To carry out such directives and regulations that may be set from time to time by the Principal, or Board.
7. To inspect books, resources and computers and provide regular reports in your areas of responsibility, to the Teacher Librarian / Principal.

KEY TASKS:

Organisational Routines:

Set up day to day arrangements within the school for those matters necessary for the effective functioning of your work day, and the individuals involved in them:

- to perform daily routines for systems, records and procedures.
- be considerate of others and maintain open, honest lines of communication.
- ensure that Principal is aware of issues of significance.
- To assist with the maintenance of the library environment.

Specific Duties

- Maintain a sound working knowledge of MUSAC LIBRARY [windows version]
- Organisation of processing, care and culling of the library and resource room collection in consultation with TL.
- Beginning of each year or as required print class sheets of Borrowers

Daily:

- Turn on computers in library
- Tidy library – furniture, books, display areas
- Turn off computers at the end of the day
- Supervise activities in the library during break times. E.g. chess club, games, etc.

Weekly:

- Change **Loan Period** to 14 days on previous week's 'New Books' which have been on display
- Prepare the display of new books for the coming week

When Required:

Student Librarians

- Selection at beginning of year
- Training – shelves, computer
- Prepare roster of duty days & areas of responsibility
- Prepare a display of librarian photos
- Organise a Student Librarian Committee – hold meetings to discuss & implement displays in the library, special events, etc

Staff & Students

- Liaise with staff through the Admin Meetings regarding library issues
- Train new staff in the use of the library
- Support staff in selecting books when required
- Support students in selecting books
- Support individual students or small groups of students with research, inquiry, etc.
- Conduct surveys to get feedback regarding the library & further purchases of books, magazines, games etc.

Maintenance

- Repair books
- Recover books where necessary
- Re-classify books where appropriate

Annual Jobs

- Annual Collection Assessment – February
- Annual Buying Plan – February/March
- Annual Cull – ongoing throughout year & before stocktake
- Annual Stocktake – December

Special Events

- Donate a Book Day
- Swap a Book Day

Purchasing

- Order consumables for covering & repairing books, and displays
- Select & purchase new books
- Select & purchase magazines, puzzles & games
- Purchase barcodes

Processing

- Stamp & barcode each item
- Use SCIS to obtain catalogue details
- Catalogue each item on MUSAC
- Prepare spine labels
- Cover

Budget

- Maintain a record of each budget area – books, Library Consumables, Magazine Subscriptions, MUSAC & SCIS
- File all invoices
- Authorise all invoices for payment
- Monitor spending of each budget area

Environment

- Ensure all furniture is in good repair
- Maintain attractive displays of books

Records

- Budget Tracking:- All orders should be cleared with the Teacher Librarian and placed in the Order Book. The forms must be filed in a folder. Budget tracking should be kept so that at any time the amount left in each code is freely available. A photocopy of invoices should also be retained. When items arrive they should be checked off at the school Office and the order form in the order book annotated and dated accordingly.
- Future Purchasing:- A list of future suggested purchases and approximate costs should be developed and discussed with the Teacher Librarian.

Communication

- Attend meetings on request and be prepared to take an active part.
- Action promptly those matters which concern you.
- Check the notice board and daily information book for 'items of note'.
- Keep the Teacher Librarian informed of matters of significance.

Training & Development

- All staff are expected to take a share in the interests of the school management, and personal development.
- All staff are expected to participate in courses and training programmes where appropriate.
- Staff are encouraged to make efforts in their own individual development.