

2.0. Human Resources

2.B. Position Descriptions

LIBRARIAN

Policy Reference: EL-1.2

Under the supervision of the Principal, the librarian shall organize the school library and maintain it in suitable condition to provide for adequate reading and reference materials for the students and staff. Must be familiar with the Dewey Decimal Classification System, have knowledge of computers, library programs and audio-visual equipment, as well as strong interpersonal and organizational skills.

RESPONSIBILITIES and DUTIES

- 1.0 **Process purchasing of library books, periodicals, magazines, supplies, etc.**
 - 1.1 Type all orders for the purchase of books and materials as authorized by the school principal
 - 1.2 Receive all library orders, check orders and invoices
 - 1.3 Maintain a file on all purchases for future references
 - 1.4 Maintain a stock of library supplies

- 2.0 **Catalogue all books, periodicals, magazines and media materials**
 - 2.1 Prepare all books, etc. for shelving by attaching catalogue card pockets, cards and labels
 - 2.2 Assign acquisition numbers to all new books and maintain an accession file
 - 2.3 Stamp all books, materials, etc. with the school identification stamp and date stamp
 - 2.4 Type all necessary information on all book cards and card pockets, i.e. author, title, subject and assign proper identification numbers to all books (Dewey Decimal Classification System)
 - 2.5 Catalogue all computer programs received within the school

- 3.0 **Provide assistance to students**
 - 3.1 Conduct library orientation classes in September where applicable
 - 3.2 Assist students with use of library card catalogue/On-line Personal Access computer
 - 3.3 Assist students in locating books
 - 3.4 Assist students in checking out books
 - 3.5 Assist with class research projects under the direction of classroom teacher
 - 3.6 *Supervise exam and test writing students where applicable*
 - 3.7 *Supervise students assigned to library*
 - 3.8 *Report behaviour problems to principal*
 - 3.9 *Assist and supervise students with technology in the library*

4.0 **Maintain shelves, files**

- 4.1 Check shelves periodically to ensure that books are returned to their proper places
- 4.2 Shelve returned books
- 4.3 Maintain vertical files
- 4.4 Maintain card index/On-Line Personal Access computer (PAC) files for all books

5.0 **Maintain inventories**

- 5.1 Keep inventories of all books, media materials and computer software
- 5.2 Keep a record of all technology equipment being removed from the library for use in other areas of the school
- 5.3 Keep a record of bookings of all technological equipment to maximize use of the equipment and have equipment available to students and teachers

6.0 **Maintain books, materials, equipment**

- 6.1 Repair books when necessary
- 6.2 Ensure that all technological equipment not in good working order is sent out for repairs when necessary

7.0 **Other general duties**

- 7.1 Shop for books when required, under the direction of the principal and/or resource materials manager
- 7.2 *Order materials from resource center as requested*
- 7.3 Organize and promote school book fair at the discretion of the principal
- 7.4 *Be responsible for the distribution and collection of materials from the Divisional Resource Centre*
- 7.5 Maintain a library schedule where applicable