



Section: **Roles and Responsibility**
Policy #: **1870**
Policy: **Role of Librarian Technician**

Date Approved: November 20 2004
Revision Dates:

The following is the typical job description for this position in Nelson Diocese schools, however it may vary from school to school.

RESPONSIBLE TO: School Principal

GENERAL DESCRIPTION

The position of librarian covers the full time supervision and administration of a school library. A librarian is responsible for the development and implementation of library programming and policies, all technical and reference services as well as daily operation of the library. The position is essentially concerned with all existing and incoming library resources (not including the purchasing of educational resources). It includes all other technical aspects and management of library services. It does not include unsupervised teaching and supervision of students but does provide for teacher support when their classes are using the library.

TYPICAL DUTIES

The following are illustrative of duties at this level:

1. Create and implement library policies, programs and procedures with the approval of the administration
2. Together with the library teacher, manage the library budget in conjunction with collection development
3. Organize daily operations
4. Assist students in the use of library materials and with the research process
5. Perform collection analysis and selective removal (weeding) of materials in the collection
6. Acquire and organize library volunteers
7. Provide library orientation to students on the services and how to access them
8. Together with the library teacher, acquire and classify print and non-print materials
9. Maintain the collection including periodicals
10. Provide reference services to staff, students and parents
11. Convert the library operation from a manual to an automated system
12. Manage library equipment, including regular cleaning, troubleshooting and sending for repair
13. Plan and organize book fairs
14. Prepare library displays

15. Create the library schedule through discussion with the teachers
16. Assist teachers in resource selections for specific topics
17. Promote new materials
18. Participate in appropriate staff activities
19. Maintain liaisons with appropriate external groups
20. Keep the library in a neat, orderly appearance
21. Other duties as assigned

GUIDELINES

Work is diversified and requires the knowledge and ability to make judgements in all areas of library practices and procedures.

DECISION MAKING

Responsibility for managing a library requires extensive independent decision-making.

SKILL, KNOWLEDGE AND ABILITIES

The following are essential skills, knowledge and abilities a librarian is required to possess:

1. Knowledge of library organization
2. Knowledge of basic reference tools and the ability to use them effectively
3. Knowledge of library materials, vendors, jobbers and the ability to coordinate collection development within budget constraints
4. Knowledge of basic library equipment and basic maintenance of hardware
5. Understanding of the educational process, the research process, and the thorough awareness of curriculum as they relate to library services
6. Knowledge of literature at appropriate grade levels
7. Decision-making, problem solving and interpersonal skills
8. Positive public relation skills
9. Ability to plan one's own work and establish goals and objectives within an established framework
10. Ability to handle large volumes of technical work in various areas such as cataloguing, reference, circulation, periodicals and the flexibility to move from one area to the other easily
11. Ongoing, in-depth learning about computers and their programs
12. Ability to instruct students, staff and parents in the use of library computer programs
13. Ability to troubleshoot when technical problems arise

CONTACTS

The librarian will need to have frequent contacts with students, staff, parents, and vendors.

SUPERVISION GIVEN AND RECEIVED:

The librarian must be able to work independently. The Principal will provide support as needed and/or requested. The Principal will provide performance

evaluations and suggestions for professional growth.

SUGGESTED QUALIFICATIONS

The librarian should possess qualified library technical skills and experience in school libraries if at all possible.

NOTE: If the position is a teacher/librarian then the person is responsible for all of the above as well as teaching and supervising students, an acquiring of educational resources for the library.