



Library Manager

Job Description 2011

General Information

- Permanent position
- 6 hours per day, during term time only
- Responsible to a designated SMT member

The library manager will develop and promote the library as a positive learning environment, conducive to academic and personal development of students through the use of a range of resources.

The library manager will review, purchase and promote library systems and programmes which facilitate the library as an information and resource centre. This centre is focused on the development of literacy and research throughout the school.

Responsibilities

Administration

- Review of previous year's annual report and preparation of annual report to be presented to the BOT
- Preparation of and to adherence of annual budget
- Management of payments for lost books in consultation with finance officer
- Development of a Library Procedures Manual and Library Handbook for distribution to staff
- Development of an Information Sheet for students
- Creation of regular articles of interest on library activities for school newsletters and High School Corner in the Stratford Press
- Creation of an annual article for the school magazine
- Creation of SSR (Sustained Silent Reading) timetable for form classes to change books
- Run/oversee the booking system for use of the library
- Ensure relevant stationary needed is ordered and kept in good supply

Promotion

- Delivery of library orientation to students and staff (weeks 1 & 2, term 1)
- Provide a stimulating and welcoming learning and reading environment
- Promote and display new books and resources
- Displays are relevant, up to date and cross-curricular

Research Skills

- Provide expert assistance to individuals and groups in developing competencies for independent, effective and discriminating skills in book and resource selection
- Liaise with teaching staff regarding the requirements of student research/reading
- Provide expert knowledge of bibliographical requirements of research
- Promote the use of National Library service to staff
- Manage inter-loan service with National Library
- Provide instruction regarding on-line research skills: appropriate use of the internet for research, bibliographical requirements of online documents

Collection management and development

- Consult with teaching staff and students to develop an understanding of curriculum, cultural, recreational reading needs
- Monitor gaps and develop a buying plan (using staff and student feedback) to select items relevant for content and level, in a variety of mediums that will challenge and extend borrowers
- Investigate a range of book/resource suppliers that can make the most of a budget
- Classify, catalogue and process new items
- Review, discard, replace, mend and update the collection to maintain up to date and good quality stock
- Carry out an annual stock take

Technical Systems/Property

- Run a circulation system for all library materials
- Maintain a working knowledge of appropriate software applications and databases
- Report all faults with databases and systems to IT technician immediately
- Reasonable maintenance of library resources, furniture and equipment
- Report all damages to the property manager immediately

Supervision

- Supervision of students during interval and lunch
- Supervise students who are present during class time without a teacher
- Supervise year 13 study students when required
- Establish behavioural standards that are in line with school behaviour expectations
- Ensure that internet use is appropriate
- Liaise with relevant staff regarding behaviour (year level deans, SMT)
- Behaviour issues are dealt with as soon as possible
- Provide a positive role model for students
- Act as fire warden for the library
- Organise and direct student librarians

Professional Development

- Attend and contribute to Secondary Schools Library Network and School Library Association meetings
- Attend staff meetings when relevant
- Develop professional knowledge through regular correspondence with outside agencies/libraries