

Job description: Librarian



Definition of the role

The Librarian works in partnership with the school to collect, organise and promote library resources to support the curriculum, stimulate inquiring minds and encourage a love of reading. The Librarian contributes to the development of information literacy school-wide. The Librarian is part of the educational staff and reports to the Headmaster.

Tasks and Responsibilities

Managing the Collection

Assess collection – ensures that library materials are up to date; appropriate to the reading/understanding levels of students, and the needs of curriculum
Catalogue materials – download and/or create original catalogue records using Dewey Decimal Classification (DDC) and Library of Congress Subject Headings (LCSH)
Collection developments – identify gaps in the collection and select suitable materials to fill them; including German and other mother tongue languages
Mending books
Process new materials – add labels, plastic jackets and/or reinforce covers, spines, pages etc.
Re-catalogue – correct cataloguing errors; consolidate subjects whenever possible
Shelving books –shelve returned items daily
Straighten shelves – maintain an orderly arrangement of the collection
Weeding – remove old, worn, damaged or out-of-date materials
Database clean-up and maintenance – correct and/or enhance bibliographic records in the catalogue; maintain subject headings list, delete or designate missing items as “lost”
Follow-up on teacher/student requests and order suitable materials to fill these needs
Reserve specific items requested by students/teachers
Keep up to date on trends in the publishing industry
Check-in materials
Check-out materials

Organisational

Participate in weekly primary staff meetings as well as other curriculum development and/or planning meetings
Maintain circulation statistics
Open library from 8:30 – 17:00
Supervise students in the library – throughout the day; during break, lunch and after school
Liaison with teachers to provide for the curricular needs of students
Clean computers, tables in library
Organise Library/Media Centre to be a welcoming place for students
Establish policies and procedures for the Library/Media Centre and its collections
Prepare budgetary recommendations to improve the facility/collection

Remind students about their overdue books, send out overdue notices and follow-up with the Business office for billing

Educational

Help students become effective users of information; deliver guest lessons on topics of information literacy as appropriate

Host weekly visits form each primary class; including reading a story upon request

Host tow Pre-school class visits per week with thematic story time (usually two books and several finger rhymes)

Assist students and teachers in locating material

Provide students with instruction of library organisation and library skills; introduce different types of print resources and their use

Promote reading and lifelong learning

Promote the use of the library as a source of recreational and informational materials

Provide computer assistance to students using library computers

Pull curriculum support books for teachers

Facilitate the sharing of resources between teachers

Pull grade-level appropriate books for each class visit (Pre-school and Reception classes make their book choices from this selection)

Reader's advisory – make recommendations to students based on knowledge of the collection and student's interests and reading abilities

Host secondary class visits upon request

Ebsco liaisons – serve as contact person for Ebsco research database; provide training for students and teachers

Create und update bibliographies for Pre-school curriculum topics as well as other topics (diversity/multicultural, Holocaust)