

BRUMMANA HIGH SCHOOL LIBRARIANS JOB DESCRIPTIONS

Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in academics, the arts and sports and aims to promote integrity amongst its faculty and students. Each member of the school community ensures that students from diverse backgrounds are prepared to be responsible citizens and life-long learners, respecting each other and helping the community.

This job description is used as part of the Librarian's contract, so that both he/she and the line manager know what is expected.

Line management:

The Librarian reports to the Head Librarian. In the absence of the Head Librarian, the Upper School Librarian and the Primary School Librarians report directly to the Principal on strategic matters and to the Vice Principal Academic and to the Head of Primary School on operational matters.

Working Schedule:

The librarian working hours are from Monday to Friday, from 7:30 to 3: 30, except on public holidays and when school is closed.

General and Technical responsibilities:

1. To support and maintain the values and the ethos of the school and meet the expectations of a professional code of conduct.
2. To maintain a professional relationship with library users and other staff members.
3. To oversee the library's daily operations, the booking system and the management of the library space.
4. To schedule library classes and monitor use of the library space.
5. To carry out a regular inventory of the school property and resources and to report any misuse.
6. To maintain a welcoming environment.
7. To create and conduct special activities, competitions, clubs, literary circles...
8. To foster a love of reading.
9. To manage the library management system and have good computer skills.
10. To take an active role in school improvement and school accreditation activities.

Collection Management:

1. To maintain an up-to-date library catalog.
2. To maintain the library's Collection Development and Weeding Policy and make sure that the library collection is accurate, relevant and support the curriculum standards for each grade level.
3. To classify and process all library materials and catalog the library resources following international classification system, standards and protocols, so they can be easily located.

4. To manage the library collection and carry out a regular inventory of the resources.
5. To Select and order materials in a variety of formats to support the curriculum and to encourage independent learning following school procedures.
6. To maintain records of periodical subscriptions, to claim missing issues, and to process new issues as they arrive
7. To oversee the shelving of library materials and textbooks so that they can easily be found when needed.

Circulation:

1. To manage the circulation of reading materials.
2. To maintain a flexible Circulation Policy.
3. To assist students and faculty members in using library services and selecting appropriate resources for learning and research needs.
4. To encourage students to select leisure reading materials.
5. To follow a regular programme of shelf-reading, make sure to shelve returned materials on a regular basis and maintain tidy bookshelves.

Reference Services:

1. To assist library users including library classes in identifying, locating and evaluating relevant material.
2. To offer general basic reference and readers' advisory services.
3. To partner in the teaching of information literacy and research skills and team up with faculty members to create a professional learning community.
4. To work closely with the Library Representatives and to inform teachers, students, and administrators through them of new materials, equipment and services that meet their needs.
5. To provide teachers with books and online resources that support their syllabus and related to the curriculum.
6. To promote the ethical use of information and academic integrity.
7. To manage the digital libraries and online tools related to information literacy and plagiarism.

Statistics and Reporting:

1. To maintain accurate statistics about library activities, such as class visits, borrowing, additions, withdrawals etc.
2. To prepare annual reports on library activities and plans for the Principal.
3. To prepare statistics on borrowing, additions, and withdrawals to the Principal, Vice Principal Academic and Head of Primary school each term.

Financial Control:

1. To recommend a budget to cover the purchase of stationery, books, materials, and equipment.
2. To complete internal requisition forms, for the purchase of items within the budget, for authorisation by the line manager

3. To Deal with overdue and lost materials, including keeping accurate records, sending overdue and billing notices, and communicating with the finance office regarding fines and lost book fees.

Other Responsibilities:

1. To assign tasks to volunteers working in the Library and supervise them.
2. To attend library-related meetings as requested by the line manager.
3. To uphold library rules and teach them to students.
4. To maintain the friendly and attractive appearance of the library through bulletin boards, posters etc.
5. To undertake any other duties as may be reasonably required by the line manager.
6. To be part of students Internship Programme.
7. To update the library's webpage.