



St Stephens Community Academy **School Librarian Guidelines 2015**



School Librarian Guidelines

1 Purpose of the Job

The purpose of the job is to assist with the provision and maintenance of resources to staff and pupils in the school. To work with the Literacy Leader on the duties set out below to lead the effective day to day running of the library.

2 Duties

- To enrol new users onto the system and print the bar code for the school class folder
- To ensure that all pupils have set book allowances and maintain this
- To ensure that class teachers are on the system and have an allowance of books that are regularly used
- To ensure that at all times books are taken out of the library are being scanned before removal. This allows the librarian to monitor where books are in the school
- To ensure regular update of books in the library. Library Service Guidelines state that Non fiction books over ten years should be removed. ICT/ computer books over 5 year to be removed. Damaged and worn books to be deleted from the system
- Books deleted from the system are often old so we donated then to the PTFA for the charity Rag Bag collection
- Remove County owned books from the system when the County Library service van arrives annually to ensure a change of books
- To ensure when books are removed from the system for the County Service library van that they are kept in a secure place
- To coordinate with the library service regarding the visit of the mobile van. Depending on the level purchase this could be more than one annual visit
- To input the new books from the County service library van
- To termly record requests from class teacher and keep a record of this
- To provide opportunity for pupils to make requests for new books possibly via a Request sheet displayed in the library
- To label and categorise books as necessary
- To coordinate with the ICT technician with regards to any ICT technical issues and ensure that these ICT problems are resolve. To not impact on the smooth day to day running of the library

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- To ensure that the shelving system is labelled and keep updated. Labelling should be in clear font and laminated
- To ensure non-fiction books are Labelled with the classification number
- To ensure that displays are kept up to date. Labelled are laminated and work is mounted. Ensure that displays including a librarian identification wall as well as work from children in the library or library linked in class rooms. This can include things like book reviews. Ensure that the library is not too bright and colourful to allow children to have a calm library experience in line with guidance from Communication Friendly Spaces (Elizabeth Jarman)
- Display the school library policy/ Pupil and librarian guidelines within the library
- To supervise the Pupil librarians, monitor their timetable and supervise their work
- To ensure that pupil librarians have badges and that the badges are worn and well maintained
- To explain to the Pupil librarian their duties. Each will be responsible on a certain day and may be for a certain section of the library.
- Support the interview process each Summer Term One through handing out application forms, supporting the interview question process and handing out librarian duties for children to sign off

Completed by Literacy Leader/ Head of School (October 2015)

Signed (School Librarian):

Name:

Date: October 2015