



St Stephens Community Academy

Pupil Librarian Guidelines 2015



Pupil Librarian Guidelines

1 Introduction

Organising pupils to help with the library not only ensures the smooth day to day running of the library but also helps develop a sense of responsibility achievement and self-esteem in the children.

2 Job Purpose: to help the school librarian run a good library

Responsible to: the school librarian and Literacy Leader

3 Duties

- To help in the library at set times agree with the librarian
- To shelve fiction books in A-Z order
- To shelve non-fiction books in subject order
- To keep a section of stock tidy and in the correct order
- To help with library displays
- To help issue and return resources
- To help repair resources
- To help other pupils find what they are looking for
- Any other jobs which help the librarian

4 Pupil librarians are:

- Reliable
- Hardworking
- Honest
- Cheerful
- Sensible
- Enthusiastic

5 Pupil Librarians also:

- Enjoy working with computers
- Are willing to help others
- Have an interest in books
- Enjoy thinking on your feet
- Enjoy helping other people
- Have good communication skills

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

Signed (Pupil):

Date: October 2015