

LIBRARY MANAGER

JOB DESCRIPTION

Position statement: The Library Manager, in consultation with the Teacher with Library Responsibility, provides leadership in all aspects of the management and development of the School Library and Resource Room

Responsible to: Director of Administration

Day to day responsibility to: Teacher with Library Responsibility

Responsible for: Library team; student library assistants, volunteers

Functional relationships with: Teacher with Library Responsibility

Hours of work: 40 hours

Key Performance areas	Performance Outcomes
<ol style="list-style-type: none">1. To plan and manage the development of the School Library and Resource Room, in consultation with TLR.2. To develop, monitor and evaluate school library policies in consultation with the TLR.3. To develop and maintain the school library environment, adjacent resource room and archives area.4. To manage the library budget in consultation with the TLR, bearing short-term and long-term goals in mind.5. To submit the school library annual report to the Headmaster in consultation with the TLR.6. To manage library support staff and co-ordinate their training.7. To assist with the promotion of	<ol style="list-style-type: none">1. Library strategic plan developed. Reviewed annually and updated where necessary in consultation with staff, students and Board of Trustees.2. Policies written and revised, in consultation with staff and according to the school's policy revision schedule. Content reflects the school's policies, aims and objectives, and user needs.3. The library environment and facilities are developed to meet user needs.4. Annual budget prepared and submitted to the Headmaster and Administration Director annually (October). Expenditure monitored in liaison with financial administration staff and spread over the school year.5. Annual report prepared and submitted to the Headmaster and Board of Trustees.6. Library staff are appropriately trained to meet the requirements of their position. Supervision of all roles is undertaken. Performance appraisals are conducted annually in consultation with the TLR.7. In consultation with the TLR, an

<p>information skills teaching in the library and the school community.</p> <p>8. To identify collection development priorities and manage the library collection, in consultation with the school community.</p> <p>8.1 To establish and manage effective library systems and procedures which facilitate access to library resources.</p> <p>8.2 To manage central database of curriculum resource location, including FTB and teacher reference material.</p> <p>8.3 To manage cataloguing and classification programme.</p> <p>8.4 To maintain collection in good physical condition.</p> <p>9 To implement, maintain and develop ICT in the library in line with school-wide directions.</p> <p>10 To alert staff and SMT to incoming material relevant to their curriculum specialties.</p> <p>10.1 To provide material which facilitates personal and professional development for staff.</p> <p>11. To liaise with external resource agencies and networks (e.g National Library, public library, SLANZA, other schools, library/ICT support groups).</p> <p>12. To work with the TLR to promote the</p>	<p>Information Literacy Policy is developed in line with library policies, cross-referenced to Literacy Committee and school ICT policies and agendas.</p> <p>8. Library collection is current, relevant to curriculum and students reading interests. Collection development priorities identified and reviewed annually, with new resources purchased relevant to Collection Guidelines and needs identified by consultation.</p> <p>8.1 Day-to-day systems running effectively. A procedures manual is developed and maintained, with regular review.</p> <p>8.2 Incoming resources for curriculum departments are appropriately accessioned, catalogued and processed for earliest use. An on-going programme of retrospective cataloguing also catches up on previous curriculum and teacher resources available in the school.</p> <p>8.3 Cataloguing maintained to a standard which best advantages users.</p> <p>8.4 Regular programme of stocktaking, repairs and maintenance, and weeding of stock is undertaken in line with procedures manual guidelines.</p> <p>9 Library ICT is planned in conjunction with school-wide ICT Policy and ICT Strategic Plan. Ongoing liaison with ICT staff to represent library ICT interests and assist with overall policy and planning directions.</p> <p>10 Staff are more aware of resources which support their teaching and learning needs.</p> <p>10.1 Resources appropriate to meeting professional and leisure reading are provided.</p> <p>11 Liaison developed and maintained with external resource agencies relevant to the school library.</p> <p>12 Ongoing promotional programme is</p>
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<p>library and its services, in liaison with the Literacy Committee.</p> <p>13 To co-ordinate purchase of book prizes for the school's annual prize-giving.</p> <p>14 To manage and develop ALICE library software applications including:</p> <ul style="list-style-type: none"> • Library circulation and borrower set-up • Library periodicals • Library management <ul style="list-style-type: none"> • Acquisitions • Cataloguing • Authority files • Customised report writing • Report systems <ul style="list-style-type: none"> • Overdues • Accounts • Stocktaking • Staff inquiries • System troubleshooting <p>15 To maintain liaison with ALICE Schools Users Network</p> <p>16 To assist with the development and management of the library's multi-media functions, including ALICE multi-media functionality; audio; CDRoms; videos; DVDs</p> <p>17 To develop and maintain the library's web-page in consultation with the school's webmaster</p> <p>18 To manage incoming periodicals</p> <p>19 To promote magazines to staff and students.</p>	<p>offered. This includes displays, activities, booklists/promotions, library guides etc. to support and extend students' reading interests.</p> <p>13 Books purchased throughout the year to maximize sale opportunities.</p> <p>14 Implementation, management and ongoing development of ALICE software undertaken:</p> <ul style="list-style-type: none"> • circulation and borrower records up-to-date • accurate record of periodical resources established • acquisitions, cataloguing and authority files monitored and maintained to meet DDC, SCIS Subject Headings, and SCISWeb standards in line with user needs • reporting needs identified and ordered as appropriate • records, statistics and reports are produced and distributed to meet user needs and as agreed with Teacher Librarian • Liaison established and maintained with school's ICT Director and support staff, also Softlink Pacific <p>15 Active membership of this network established and maintained</p> <p>16 Ongoing involvement in the development and management of library multi-media.</p> <p>17 Consultation with ICT staff ongoing.</p> <p>18 Periodicals accessioned, catalogued and processed in accordance with procedures manual guidelines</p> <p>19 Circulation list compiled annually, and appropriate articles photocopied and circulated to staff from their identified user needs and interests.</p>
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