

## **Library Manager: Job Description**

1. Responsible to the principal
2. Hours: 32.5 hours a week negotiable with the Principal.
3. Limits of Authority: Education Acts and BOT policies.
4. Duties:

All normal duties commensurate with library management. These include the purchasing and processing of all library resources, a biennial stock take and management of the collection.

Development and promotion of the library as a positive learning environment, conducive to the personal development of students.

Review, purchase and promote library systems and programmes which facilitate the role of the library as an information centre.

Management and delivery of electronic databases and programmes. These include, the automated catalogue-MUSAC, INNZ, CD-ROMs and the Internet.

Coordination and selection of new resources in relation to the Library Policy, curriculum needs, student interest and the budget

Liaison with HODs and staff to ensure the collection remains current and meets curriculum needs.

Liaison with staff to promote library services.

Promotion of the library in accordance with the goals and objectives of the Information Service Development Plan 2001 – 2005

Responsible for actioning the goals set by the Development Plan, including ongoing objectives and evaluation.

Preparation and review of the Library Policy for Board approval.

Calculation and adherence to library budget.

Maintenance of accurate account records.

Maintenance of the library Procedures Manual and the Library Handbook and its distribution to all staff.

Delivery of library orientation and bibliographic instruction to students and staff.

Supervision and tuition of the Internet for staff and students.

Supervision and instruction of students studying in the library when there is no teacher present.

Supervision of students in the library during lunchtime.

Co-ordination of requests for resources from National Library and responsibility for the control, issuing and return of these resources.

Maintenance of library resources, furniture and equipment.

Annual report to Principal.

Submission of an annual article for the school magazine.

Co-ordination of Library displays.

Management and collection of payments for lost books. This includes notices and invoices sent home to parents.

Attend and contribute to Horowhenua and Manawatu Secondary Schools Library Network meetings and School Library Association (SLANZA) meetings.

Purchase and process books for annual student prize giving.

Work collaboratively with all departments to keep an accession register for all new book/ video/ CD-ROM resources entering the school.

Contribution of regular articles of interest on school activities to the Principal for college newsletters and newspaper reports.

Any other duties as may from time to time be mutually agreed upon.