



## The Roles of Library Personnel

“The effectiveness of the Resource Centre program hinges on the personnel employed there.”

### SUPPORTING STUDENT LEARNING:

Curricular Support Roles		
Teacher Librarian	Shared	Support Staff
Collaborate with teachers (planning)	Help students access technology	Select and compile books, periodicals, other media, and resources for teachers to use in units of study
Attend curriculum related meetings	Collection development	Maintains collection of current curriculum guides and bibliographies
Stay informed about curriculum	Reference services	
Provide expertise in instructional practices	Prepare materials for units of study	

Reading Literacy Support Roles		
Teacher Librarian	Shared	Support Staff
Keep informed about literature	Guide student reading choices	Organize book fairs
Develop strategies to foster reading	Promote quality literature, authors, and Willow awards	Create book displays
Promote reading through book talks, author visits and a variety of literary experiences.	Connect literature to student interests	
Engage in story telling and reading.	Provide reviews to teachers and students	

Information Literacy Support Roles		
Teacher Librarian	Shared	Support Staff
Collaborate with teachers to help students develop information literacy skills.	Assist students and teachers with databases, World Book on-line, Search strategies	
Foster critical thinking and decision making.	Facilitate access to community resources.	
Help students make meaningful connections between learning, information skills, and real life.	Provide a friendly learning environment in which students information needs are addressed.	
Provide leadership in technology to students and teachers.		

<b>Library Management Roles</b>		
<b>Teacher Librarian</b>	<b>Shared</b>	<b>Support Staff</b>
Establish library routines and procedures	Weed collection	Process and maintain resources: <ul style="list-style-type: none"> <li>• Receive resources and check against Pos</li> <li>• Prepare materials for circulation</li> <li>• Shelf reading</li> <li>• Mending resources</li> <li>• Prepare orders</li> </ul>
Organize parent and student volunteers	Attend resource displays	Library correspondence: <ul style="list-style-type: none"> <li>• Receive, sort, and organize</li> <li>• Prepare and type correspondence, memoradums, bibliographies, overdue lists etc.</li> </ul>
Develop a budget	Conduct inventories	Maintain circulation: <ul style="list-style-type: none"> <li>• Check out and returns</li> <li>• Organize, shelve materials</li> <li>• Maintain circulation procedures</li> <li>• Compile statistics</li> <li>• Process inter-library loans</li> <li>• Assit students and staff to search for materials.</li> </ul>
Review resources (journals and curriculum updates)	Maintain consideration for purchase file	Maintain resource centre: <ul style="list-style-type: none"> <li>• Maintain regular hours for optimal service to staff and students</li> <li>• Maintain general order and an atmosphere conducive to student learning.</li> </ul>
Contribute to the school webpage/newsletter	Supervise students in the library.	