

Eunice Public Schools

Job Description

Position: Librarian

Supervisor: Building Principal

Librarian Duties:

1. Demonstrate for student aides the procedures of checking-out and checking-in library books on the computer.
2. Assign sections of the library to student aides to do shelf checks, keep in order and straight.
3. Demonstrate how periodicals are processed, shelved and later archived.
4. Assign student aides to process magazines on a daily basis.
5. Instruct student aides to assist students with searching for a book or any other service required of them.
6. Check out all technology to staff and deliver to classroom when required. (As per each school)
7. Process all new technology, Media equipment/software; barcoding each and putting into computer; type and add-to inventory with serial number, purchase order number and cost; send to Administration Office and when inventory number or numbers have been assigned, label and document each item.
8. Process all new library books. (includes barcoding; cards and labels; inputting book information into the Library Software program and add to book inventor)
9. Renew magazine subscriptions annually.
10. Renew standing orders and support agreement for the Library Software program.
11. Process all new textbooks; develop and maintain a Master Copy Inventory card documenting:

- a. the total number of books received;
 - b. the cost of each book;
 - c. when each book was received;
 - d. the publisher, edition and order number
12. Document and inventory all textbooks, library books, technology.
 13. Perform an end-of-year (EOY) inventory for the library including the books, Technology, computers, software and furniture. (As per each school.)
 14. Perform end-of-year (EOY) inventory on textbook count and document the condition of each book.
 15. Disseminate the number of textbooks needed for each course at the beginning of the school year and create an inventory card for each subject.
 16. Receive and inventory all textbooks at the end of the school year.
 17. Provide a list of library resources available to the teachers, staff, students, and parents.
 18. Open the library at 7:45 A.M. and close at 3:30 P.M., closing for lunch, every school day.
 19. Complete other tasks as deemed appropriate and necessary by the immediate supervisor, the principal and /or the superintendent.