

## **LIBRARIAN**

**(2 full year positions – September to May)**

### **Position A – 1 person – processes new books and complete book repairs**

- Receives all new books, regardless of whether they are purchased or donated. Donations may come from the Scholastic Representative, the parent population, or the teacher(s).
- Process all new books. Stamp with Playschool stamp, attach card pocket and complete card. Add book to inventory list in the appropriate theme (check with teachers if you are unsure).
- Purchase or direct teachers to purchase required library supplies (pockets, cards, tape, etc). Retain and submit receipts of purchases to the Treasurer.
- Check with teachers once per month and make repairs as necessary.
- Maintain an updated inventory list of books. Ensure oversize books, duplicate books, tapes, and book and tape sets are clearly noted. You will want to keep a hard copy of the inventory, updated once during the year, in the “library new book bin” for teachers and parents to refer to.
- At the end of the school year coordinate with the other librarian a thorough check of the library inventory.
- If you require entry into the playschool after hours, you must advise Shelly Stevens, the Riverbend Community League Executive Assistant (437-7108).
- As a member of the Riverbend Playschool Society, attend the Annual General Meeting held in May to vote on legal matters such as the election of executive members and any amendments to the Society’s bylaws.

### **Position B – 1 person - reshelv books and pull books related to current themes**

- Periodically sort through the books on shelves and organize according to themes.
- Always ensure that returned books have cards and are not damaged. Shelve according to themes.
- Pull all library books relating to the themes the last week of the month for those coming up in the next month.
- Keep the library shelf filled with books, and rotate in order to provide some variety. This is a good place to display books relating to the theme. Official library day is Thursday for the threes, and Wednesday for the fours so check the shelves for the upcoming exodus of books on those days and fill the gaps.
- In the May Newsletter remind parents that library books are to be returned no later than mid May (set a date). Once this deadline has passed phone parents to remind them of overdue books. If the books have gone missing, the parents are asked to make a five-dollar donation to purchase a new book.
- At the end of the school year a thorough check of the library inventory must be performed. The Inventory person can assist in this.
- If you require entry into the playschool after hours, you must advise Shelly Stevens, the Riverbend Community League Executive Assistant (437-7108).
- As a member of the Riverbend Playschool Society, attend the Annual General Meeting held in May to vote on legal matters such as the election of executive members and any amendments to the Society’s bylaws.

Position amended February 8, 2007.

Position amended August 25, 2010