

PUPIL LIBRARIAN'S JOB DESCRIPTION

Issue and return books for the class or classes you are assigned to.

Help find books and make suggestions and recommendations to library users.

Keep the shelves and baskets tidy and supervise class use of the library. Report any problems to the teacher in charge of that class.

Be polite, friendly and helpful at all times.

Make sure the library baskets, racks and shelves are kept tidy during your duty time and are tidied before you leave.

Duty librarians should change the books displayed weekly and display large books for juniors on the book racks.

Arrange the furniture neatly.

CHECK THE LIBRARY BEFORE YOU LEAVE