

## 1.6 LIBRARIAN RESPONSIBILITIES

National standards (*Information Power: Building Partnerships for Learning*) and research outline a complex role for school librarians. Responsibilities include the following tasks:

FOCUS	TASKS
<b>LEARNING AND TEACHING</b>	
Climate Conducive to Learning	<ul style="list-style-type: none"> <li>• Creates welcoming and respectful climate in library.</li> <li>• Provides for diverse student needs in resources and instruction.</li> <li>• Provides opportunities for students to use the library for class-related research, individual investigation, independent reading, and personal inquiry.</li> <li>• Sponsors special programs in the library, such as health fairs, career days, and reading motivation programs (e.g., book fairs, book clubs, author visits, book reviewing).</li> <li>• Continually rotates, replaces, and updates displays of books and student work to reflect current curricular themes.</li> </ul>
Collaborative Planning	<ul style="list-style-type: none"> <li>• Collaborates with teachers to plan and implement instructional units that integrate use of the library with classroom curriculum.</li> <li>• Documents collaboration with teachers.</li> <li>• Participates in school, department, and grade-level curriculum development.</li> <li>• Provides teachers with print and non-print resources related to specific units upon request and proactively reaches out to teachers to support their instruction.</li> <li>• Facilitates collaboration among classroom teachers.</li> <li>• Collaborates with other educators (coaches, technology specialists) as appropriate.</li> </ul>
Integrated, Collaborative Teaching	<ul style="list-style-type: none"> <li>• Shares responsibility with teachers for integrating inquiry, information literacy and technology skills into school curriculum.</li> <li>• Helps structure student assignments for deeper thinking and research.</li> <li>• Teaches collaboratively with classroom teachers whenever possible.</li> <li>• Develops and implements reading initiatives to motivate and engage each student in independent reading.</li> </ul>
Information Fluency Curriculum	<ul style="list-style-type: none"> <li>• Leads the school in developing a plan for integration of information fluency skills throughout the grades and subject areas.</li> <li>• Documents the teaching of information fluency skills to ensure that all students have equitable opportunities to develop and practice information fluency.</li> <li>• Provides professional development to teachers to investigate how technology and information skills can support curriculum and instruction.</li> </ul>
<b>INFORMATION ACCESS AND DELIVERY</b>	
Collection Aligned to Curriculum and Student	<ul style="list-style-type: none"> <li>• Establishes, maintains and updates an automated catalog.</li> <li>• Assesses student and teacher needs and interests.</li> <li>• Maintains running list or suggestion box for teachers and students to request materials.</li> </ul>

Needs	<ul style="list-style-type: none"> <li>• Assesses connections between classroom collections and the library.</li> <li>• Conducts ongoing collection analysis and development, regularly discarding and adding materials in light of the assessed needs.</li> <li>• Continuously reviews professional publications to keep up-to-date on current print and non-print resources.</li> <li>• Subscribes to online databases and other electronic resources.</li> <li>• Develops and maintains relationships with book jobbers and vendors.</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Ensures that the library has sufficient working computers connected to the Internet and appropriate software.</li> <li>• Stays up-to-date on the latest technologies and their use for teaching and learning.</li> <li>• Trains teachers and shares best practices in integrating technology into instruction.</li> <li>• Integrates the library into the school's technology plan.</li> <li>• Communicates to students and faculty the ethical and safe use of technology.</li> </ul>
Physical Environment / Facilities	<ul style="list-style-type: none"> <li>• Organizes the library in logical Dewey Decimal System order for ease of access to resources.</li> <li>• Arranges the library for variety of uses by large groups, small groups, and individuals.</li> <li>• Enhances usage of the library through clear signage and designation of areas for specific activities (storytelling, research, technology use, etc.).</li> <li>• Maintains an orderly environment.</li> <li>• Facilitates redesign of the library space when the opportunity arises.</li> </ul>
Flexible, Open, Extended, and Equitable Access	<ul style="list-style-type: none"> <li>• Develops a scheduling policy that facilitates open and flexible access as well as strong instructional use.</li> <li>• Schedules library use and posts current library schedule weekly.</li> <li>• Provides open access time every day for students to check out resources.</li> <li>• Ensures that all students have public library cards so they can access resources of public library.</li> <li>• Advocates for extended library hours (before and after school, Saturday, summer).</li> </ul>
Use of Resources and Technology	<ul style="list-style-type: none"> <li>• Maintains fair and consistent circulation and use policies.</li> <li>• Promotes use of library to teachers, students, and parents to ensure that the library is a vital and active center of learning for the whole school.</li> <li>• Documents use of library and library computers by classes and individuals.</li> <li>• Pursues support from technology personnel to maintain working and up-to-date computers and Internet access.</li> </ul>
<b>PROGRAM ADMINISTRATION</b>	
Staffing	<ul style="list-style-type: none"> <li>• Recruits, trains, and manages library staff and volunteers.</li> <li>• Sets own job-performance goals and documents accomplishments.</li> <li>• Collaborates with co-librarians by establishing clear job-sharing responsibilities.</li> </ul>
Funding and Budget Management	<ul style="list-style-type: none"> <li>• Establishes budget priorities based on assessment of needs, status of library collection, library plan for improvement, and industry trends.</li> <li>• Ensures that library budget is allocated and spent each year according to DOE procedures and policies.</li> <li>• Maintains budget and expenditure records.</li> </ul>

	<ul style="list-style-type: none"> <li>• Pursues grant opportunities for the library, including integration of the library into content-specific and school-wide grants, as appropriate.</li> </ul>
Library Management	<ul style="list-style-type: none"> <li>• Develops library vision, mission, and goals with input from administrators, teachers, students, parents and all other stakeholders.</li> <li>• Uses the Library Learning Walk to assess library assets and needs and develop strategic plan for improvement.</li> <li>• Develops overall library policies and procedures.</li> <li>• Documents and maintains records on all aspects of the library program.</li> <li>• Serves on the school leadership team and integrates the library program throughout the school's Comprehensive Education Plan.</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Attends Office of Library Services programs, meetings and conferences.</li> <li>• Attends regional library meetings and workshops.</li> <li>• Attends local, state or national professional development workshops.</li> <li>• Participates in electronic discussion lists, such as NYCSLIST and LM_Net.</li> <li>• Actively networks with other school and public librarians.</li> <li>• Coordinates professional development opportunities for teachers on technology, information fluency and inquiry in order to build a professional learning community.</li> </ul>
Library Advocacy and Support	<ul style="list-style-type: none"> <li>• Effectively communicates the vision for the school library to the faculty, staff, parents and community.</li> <li>• Communicates regularly with staff, students, and parents about library resources and programs in various forms (e.g., staff meetings, newsletters, student newspaper, displays, Web page).</li> <li>• Develops an ongoing advocacy program for library.</li> </ul>