

**SCHOOL LIBRARIAN DUTIES**

The school library and media director coordinates an effective program which gives service to the school staff and student body. The library and media director is under the general direction of and responsible to the principal of the building assigned.

The school library and media director's duties are as follows:

1. Produce a written statement of policy concerning selection and use of educational media which involves the thinking of administrators, faculty, students, and board.
2. Organize all educational media for convenience, availability, and effective use.
3. Keep chief school administrators informed of the needs of the program as well as of the services performed.
4. Assure effective articulation and coordination of educational media services within the school system.
5. Take annual inventory of educational media, wherever located.
6. Maintain communication with students, faculty, and community.
7. Coordinate procurement of educational media and equipment purchased by individual departments.
8. Develop an in-service training program for teachers as well as orientation for new faculty.
9. Share with teachers the indexes and published bibliographies of educational media and assist teachers in selecting printed and audio-visual materials for classroom planning and use.
10. Systematically inform teachers of new materials and equipment that have been acquired.
11. Assist in planning for effective use of educational media and equipment.
12. Provide professional assistance in the production of educational media.
13. Cooperate with other members of the staff in acquainting students with the proper and effective use of educational media.
14. Assist students to develop discrimination in reading, viewing and listening.
15. Develop research and reference skills in students.
16. Guide students in their selection and use of educational media in terms of their abilities and interests.