



LIBRARIAN/MEDIA/SCHOLASTIC BOOKS

AVAILABILITY REQUIREMENT: Must be available once a week during the school year to maintain media collections. Scholastic Books should be offered each month, but can be ordered bi-monthly if necessary (making sure to order on holiday months). Job holder must have a Howard County Public Library Card.

1. Maintain the book, tape, and CD collections. Straighten bookshelves weekly, making sure all books are in their proper places and are labeled. Organize and re-file the collections, as needed. Bookshelves are located in the far right closet. This job can get out of hand if not maintained regularly. If the book collection is exceeding the shelf capacity, consult with teachers about what books can be removed/donated.
2. Check out books from the public library at the Teachers' request. Return books on time, as *you are responsible for any fines incurred*. Books can be renewed up to two times if there are no hold requests for them. Use the online library website to request/order books, if necessary.
3. Educator Library Card - Request for a letter (with the school letterhead) from the President stating that you are Children & Company's school librarian for the year. Present this to any Howard County Library, and they will give you an Educator Library Card, which entitles you to 6-week check-outs at a time instead of only 3 weeks.
4. Continue the Satellite Collections with the Howard County Library. This loaning service provides a pre-selection of library materials consistent with the preschool's curriculum and themes. The Satellite books also significantly reduce the amount of time the Librarian must spend on searching for appropriate books for preschool.
5. Purchase any books, DVDs, tapes, or CD's requested by the Teachers using the tax-exempt card (available from the Treasurer). Give the Treasurer receipts for reimbursement.
6. Consult with Teachers to categorize new books as they arrive. Write "Children and Company" and the book's subject (Ex: Groundhog Day, Community Workers, etc.) on the book in permanent marker.
7. Periodically, make new labels for subjects using label stickers and your computer's label software.
8. Responsible for the Scholastic Book Club orders:
 - a. Acquire order forms from Scholastic Books on a regular basis.
 - b. Offer order forms to the members every month during the school year. If every month is too burdensome, some months may be skipped, but be sure to offer forms during months with major holidays (October, November, December, February, etc.). Consult with teachers if unsure of which months may be skipped.



- c. Provide members with a detailed cover letter that indicates the date the orders are due and payment instructions.
- d. Collect all monies (no cash)
- e. Mail all checks to Scholastic Books.
- f. Distribute items that members have ordered when they arrive.
- g. Label Teachers' book order before giving them to the teachers.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of **all** receipts for all disbursement made on behalf of the school.

Revisions 02/2015 MLDG