

CHILDREN AND COMPANY
LIBRARIAN/MEDIA/SCHOLASTIC BOOKS

AVAILABILITY REQUIREMENT: Must be available once a week during the school year to maintain media collections. Scholastic Books MUST be offered each month. 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.
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.
3. 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.
4. 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.
5. Periodically, make new labels for subjects using label stickers and your computer's label software.
6. 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.
 - 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.