

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, at the end of each month or more often, if 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. Books are currently sent to Ms. Tricia's address as of 2017 due to Scholastic changes requiring books be sent directly to a teacher. Your number will be the primary number and needs to be updated by calling Scholastic at the beginning of the year. Ms. Tricia will be the secondary phone number.
 - a. Orders will be done only online as of August 2020.

- b. Send out a link for online Scholastic orders every month during the school year. If every month is too burdensome, some months may be skipped, but be sure to send out the link 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 email that indicates the date the orders are due.
- d. Orders are submitted through: <https://orders.scholastic.com/HYVWB>
Login: childrenandcompanyscholastic@gmail.com
Password: childrenbooks

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 03/2020 NU