

**BARNSTEAD SCHOOL DISTRICT
Library/Media Specialist**

TITLE: Library/Media Specialist

QUALIFICATIONS:

- Minimum - Certificate or License
- Preferred - Master of Library Science Degree and Certification as Library Media Specialist

REPORTS TO: Principal

EVALUATION: Annual performance evaluation by Principal.

JOB GOAL: Coordinate the services of the school library/media center appropriate to the needs of our students, faculty and community members.

RESPONSIBILITIES:

- Provide leadership for the media program and delegate responsibilities to appropriate personnel.
- Promote use of all library/media materials throughout the building.
- Organize the storage and handling of print and non-print materials for convenience, availability and effective use.
- Act as a resource person in matters concerning audio-visual equipment, distance learning (if applicable) and Internet use in instructional programs.
- Direct purchasing, processing, and organizational procedure for all library-media materials and facilities (if applicable).
- Provide in-service activities in use of print and non-print materials to promote multi-media approach to instruction.
- Participate in curriculum and instructional planning and recommend to the Principal specific long-range plans for improving library services in the schools.
- Encourage a varied approach by teachers to the use of print, non-print and computer generated materials.
- Encourage innovative use by teachers of the audio-visual, computer related and distance learning resources.
- Maintain an up-to-date inventory of all print and non-print materials.
- Prepare/implement periodic in-service activities for staff on the use of library - media/technology resources (If applicable).
- Offer scheduled library classes to primary students which provide opportunities for shared reading experiences, book selection and literature appreciation coinciding with thematic classroom instruction.
- Offer instructional opportunities to upper elementary/middle school students in traditional library skills as well as electronic information-gathering, such as Internet search tools.

- Be responsible for educating students in the use of media center materials and facilities with emphasis on bibliographic tools, the online catalog system and on-line informational services.
- Provide communication with and utilization of educational resources (including volunteers) outside the school.
- Assign computerized ID's, call numbers and barcode labels to all audio-visual and print materials.
- Prepare a shelf list of one card for each print and non-print item.
- Enter all new print and non-print into computerized online catalog at the beginning of each trimester. Maintain and distribute a list of current acquisitions to staff.
- Maintain a current listing of all audio-visual materials.
- Be responsible for the maintenance of equipment, materials and collection, repair, discarding of outdated volumes, etc.
- Encourage library use by parents and community members through adult education, preschool reading programs, PTA events and after-school programs.
- Assist in the Gifted and Talented program by providing opportunities for Internet access and independent project development (if applicable).

(First Reading: 04/09/09)
(Second Reading: 05/26/09)
(Approved: 05/26/09)