

Job Description of Librarian

 policy.tis.ac.jp/wiki/Job_Description_of_Librarian



The librarian manages all aspects of the school library. The position includes the following areas of responsibility.

Managing the Collection

- Receiving books and other resources
- Processing books and other resources (includes entering item into library management software, labeling item, placing on shelf)
- Building the collection by developing lists of books and other resources that should be added to the library
- Lending books and other resources to the students, staff, and parents

Managing the Room

- Organizing the furniture, resources, and supplies in the room so that they are easy to use
- Ensuring that everything in the library is clean and in good working order

Pedagogical Assistance

- Working together with the teaching staff to provide instruction on how to use the library
- Working together with the teaching staff to provide instruction on research techniques

Supporting the IB Programmes

- Working with teachers and students to promote the IB Learner Profile and the aims of the IB programmes
- Providing support to teachers and students to ensure the success of the PYP Exhibition, the MYP Personal Project, and the DP Extended Essay

The above lists are not comprehensive. Other duties may be assigned, based on the school's needs and the librarian's capabilities.

