

Job Description

Job title	Student Librarian
Job purpose	To help the school librarian run a good library
Responsible to	The school librarian

Duties

- To help in the library at set times agreed with the librarian
- Shelving returned resources accurately
- To shelve fiction books in accurate A-Z order
- To shelve non-fiction books in numerical then alphabetical order
- To keep a section of the stock tidy and in the correct order
- To help with library displays
- Helping to choose resources for the library
- Any other jobs which help the librarian

Pupil librarians are

- Reliable
- Hardworking
- Honest
- Cheerful
- Sensible
- Enthusiastic

Pupil librarians also

- Are willing to help others
- Have an interest in books
- Enjoy thinking on your feet
- Have good communication skills