



Whakatane High School

Position: Library Manager

Responsible to: Teacher with Library Responsibility (TLR)

Reporting to: The Principal

Responsible for: Library staff and student library assistants.

Functional relationship with: The Board, Principal, school staff, students, community and external agencies.

Library Manager - Specific Tasks

Key Task Area	Expected Outcomes
To develop and maintain the school library environment keeping it tidy and attractive in consultation with the TLR	The library environment is kept tidy and the displays are frequently changed or updated
To keep an up-to-date record of library expenditure, managing the annual budget and preparing the next year's budget in consultation with the TLR	Library expenditure is monitored in liaison with the Executive Officer. An annual budget is prepared and presented to the Principal
Make sure accurate statistics of library use are kept. And submit a term by term report of library operation to the TLR & the Principal	Accurate statistics are kept and a report is submitted each term
Direct and guide library assistants so that all the necessary library tasks are undertaken	The library runs efficiently and the work is up-to-date
To identify collection development priorities and manage the library collection, in consultation with the TLR and the school community	The library collection is current, relevant to curriculum and student reading interests. The collection development priorities are identified and reviewed on an on-going basis with new resources purchased where needed
To establish and manage effective library systems and procedures which facilitate access to library resources	Day-to-day systems running effectively. A procedures manual is developed and maintained with regular review

To maintain publicity relating to the schools historical, educational and cultural importance	Articles on the school are gathered and kept Historical information is maintained on the school website in association with the staff member responsible for Publicity & Digital Strategy
To manage cataloguing and classification programme ensuring that both the Athenaeum catalogue database and the Doc Record data base are kept up-to-date and user friendly	The catalogue and databases are maintained to a standard which best advantages users
To liaise with external resource agencies and networks (e.g. School Library Network, National Library, Public Library, and SLANZA)	Liaison developed and maintained with external resource agencies relevant to the school library
To organise and manage the library part of the school archives collection to ensure that the items are correctly stored for their preservation Make an index of all the items in the archives collection so they can be easily located	The archives collection is carefully arranged, mapped and stored with best possible preservation techniques The items stored in the archives are located with ease
To undertake any other appropriate tasks for the efficient running of the library that the TLR finds it necessary to assign	Library tasks assigned by the TLR are completed promptly

Signed: _____
Teacher with Library Responsibility

Date: _____

Signed _____
Library Manager

Date: _____