Job Description of Librarian

Role Summary:

The Librarian supports teaching and learning by maintaining and managing library resources, systems, services, and operations that support curriculum requirements, student learning, research, and reading engagement across the school. The role also supports information literacy, resource accessibility, and effective utilization of library facilities and services by students and staff. This role is accountable to the respective Head of Learning and reporting to the Head of Library.

Key Responsibilities:

1. Library Planning & Resource Management

- Acquisition/procuring of resources [books, periodicals, digital tools, databases, and other materials] by selecting and ordering from local and overseas publishers/vendors or by visiting bookstores and exhibitions within the city.
- Handling library budgets related to determining, selecting, and procuring books and digital resources including books, periodicals, subscriptions, databases, and other resources.
- Sorting requisitions from staff members [teachers with instructional materials and professional resources] and students, combined with the information collected on various subjects; prioritizing requirements across subjects, balancing with the budget allocated; manage order placing to procurement.
- Supporting textbook ordering requirements for IB and IGCSE programmes for teaching staff.
- Maintaining awareness of new books, publications, digital resources, databases, and other relevant learning materials required by the school.

2. Classification, Cataloguing & Inventory Management

- Ensures that all print resources are accurately classified using the Dewey Decimal System.
- Cataloguing and maintaining updated records and data entry of library resources within the Library Management System Destiny.
- Assigning and updating keywords and resource details for effective and easy retrieval and accessibility of resources.
- Processing new books and materials to shelf-ready status within the Library Management System.
- Maintaining accession records and records of damaged, outdated, defective, and lost materials.
- Maintaining inventory records and supporting year-end inventory processes and stock verification activities.
- Maintaining and updating library calendar and related schedules for library activities and operations.

3. Circulation & Library Operations

- Managing circulation desk operations including records of all materials checked in and checked out.
- Assisting students and staff with locating, retrieving, issuing and returning library materials effectively.
- Monitoring and tracks overdue books and periodicals, preparing overdue notices and related fine and maintains accurate records within the database.

- Coordinating with students and parents regarding retrieval of overdue library materials.
- Generating scheduled reports and maintaining library usage data to track library utilization, circulation trends, and operational requirements.

4. Patron Records Management

- Maintaining patron records by ensuring that all teachers, staff members, and students have accounts on the Library Management System (LMS) and are mapped correctly with respective grade levels, homerooms, subjects, and user categories.
- Establishing and maintaining organized library databases and record-management systems where all databases of library usage, library collection, and records are available to access information and locate items as required.

5. Library Services & Student Engagement

- Providing reference and information support services to students and teachers for academic and research-related requirements.
- Assisting students in using technology and online information sources, digital platforms, and emerging technologies for research and project work.
- Updating staff regularly regarding newly added resources and assisting with bulletin boards, displays, and related library awareness initiatives.
- Coordinating annual book exhibitions/book fairs with publishers and suppliers and facilitating access to quality books and learning resources for students and staff.
- Planning and supporting events and library activities such as World Book Day, reading initiatives, displays, and special events that encourage and celebrate reading, student engagement, and interest in literature and learning resources.
- Advising and guiding students in selecting age-appropriate and interest-based reading materials to encourage independent reading habits and engagement with literature.

6. Vendor & Finance Coordination

- Coordinating with vendors and the finance team for timely processing of invoices, payments, and related documentation for library resources and services.
- Coordinating renewals and subscription processes for digital resources, databases, and other resources used within classrooms and learning spaces.

7. Research & Learning Support

- Guiding students in the effective, ethical, and responsible use of information resources, digital platforms, and emerging tools for research and learning.
- Teaches and supports research and information literacy skills including identifying keywords for searches, locating and evaluating reliable sources, reading for information, note-taking, and referencing sources appropriately.
- Working in collaboration with teachers and participating in unit planning to integrate research skills, information literacy, and resource-based learning into classroom instruction.

8. Professional Expectations

- Maintains a supportive and responsive library environment that encourages student participation and independent learning.
- Maintaining professionalism, confidentiality, and ethical conduct in all interactions and responsibilities.

- Demonstrating effective communication, responsiveness and collaborative working relationships with students, staff, parents, vendors, and other stakeholders in a timely manner.
- Participating in relevant professional learning and development opportunities related to library systems, information literacy, digital resources, research support, educational technologies and children's literature.
- Adhering to school policies, procedures, safeguarding expectations, and operational guidelines.

Education

- Bachelor's / Master's Degree in Library Science or Library & Information Science from a recognized institution.

Experience

- 3–5 years of relevant experience in a school, academic, or institutional library environment.
- Experience in library management systems, cataloguing, circulation processes, inventory management, and library operations preferred.

Skills & Competencies

- Knowledge of library systems, cataloguing, and classification methods such as the Dewey Decimal System.
- Proficiency in using library management software systems and digital information resources.
- Strong organizational, documentation, and record-management skills.
- Ability to support students and staff with research, information retrieval, and resource usage.
- Effective communication and interpersonal skills.
- Ability to coordinate with teachers, students, vendors, finance teams, and other stakeholders.
- Working knowledge of digital tools, online resources, and emerging technologies used in educational settings.

Other Responsibilities

- Performing any other duties assigned by the Reporting Manager, Head of Department, or school leadership.