

Job Description and Application Form for Year 7 to 11 Student Librarians

(Maximum 10)

September 2015 – July 2016



Personal Attributes

We are looking for people who:

- have good communication skills,
- have enthusiasm for reading and for books,
- are polite, good-humoured and well-mannered,
- are good time-keepers, punctual and reliable,
- are tidy, careful and observant,
- enjoy helping other people,
- have the ability to remain calm under pressure,
- are willing to learn how the Library systems operate.

Other useful but non-essential attributes:

- Good computer problem-solving skills.
- Creative skills for making displays and professional-looking posters.

Designated Tasks

1. Assisting in the library at a designated time.
2. Helping to run the circulation desk. This job includes:
 - Issuing books to borrowers.
 - Checking and collecting returned books from borrowers.
 - Helping borrowers find books on the library catalogue and on the library shelves.
3. Consulting with fellow students about their favourite books and to consult with library staff about new acquisitions.
4. Helping with displays and with keeping the library tidy and welcoming.
5. Assisting in the Library on at least one Open Evening.

This job would suit a student looking to demonstrate leadership skills and whole-school involvement.

Please see the Librarians and pick up an application form.



Application Form for Pupil Librarians (Years 7-11)

Please use only this sheet for your answers

Name Form Tutor

1. Why do you wish to become a pupil librarian?

2. What would you do if:
 - a) You see students are using the iPads/computers to play games at a really busy period of the day when other pupils need to work?

 - b) You see a year 11 student eating her sandwiches in the library?

 - c) What would you do if a student was upset in the library?

Your Signature

Please hand in your application form in a sealed envelope at the Library Desk on or before

25th September 2015

*****Interviews will take place on Tuesday 29th September 2015*****

Mark your envelope 'Student Librarian Application'. Thank you.