

LIBRARY CAPTAIN

YEAR LEVELS: Years 8–12

PURPOSE: The Library Captain collaborates with the library staff in organising, training and supporting the Library Monitors. The Library Captain plans and promotes activities with the assistance of the Library Staff.

POSITION DESCRIPTION: The appointed Library Captain is the student leader of the Library Monitors.

Expectations:

1. Uphold the school rules by being a role model and through the encouragement of other students particularly regarding punctuality, uniform, and positive behaviour.
2. Demonstrate excellent library monitor skills by being accurate with the loans system, correctly shelving resources, and taking direction and support from the library staff.
3. Demonstrate excellent library monitor behaviour by being present at scheduled rostered duties, being punctual, being courteous, and wearing your name tag.
4. Assist the Library Monitor Manager with training of new monitors, giving introductory tours, skill testing new monitors, assisting with monitor meetings and parties, and carry out duties as they occur and as requested by Library Staff.

TIME COMMITMENT: All year, rostered time in the library, and extra events

- SKILLS REQUIRED:**
1. Willingness to take leadership responsibility
 2. Show an interest in promoting the library
 3. Willing to give up some time before school and lunchtimes to help out in the library
 4. Being prepared to give extra time in addition to usual rostered sessions
 5. Be organised and accurate
 6. Be willing to make the library space a safe and more enticing place for other students to use
 7. Public speaking

HOW TO APPLY:

Nominations for Captaincy are called for in October each year. A written application is required expressing their ideas and how they see their involvement for the year. Interviews may be conducted.