

# LIBRARY MONITOR

**YEAR LEVELS:** Years 7–12

**PURPOSE:** The Library Monitor assists the library staff with everyday library duties and supports the Library Captain in her/his role.

**POSITION DESCRIPTION:** The Library Monitors are also encouraged to participate in activities such as library competitions, displays, festivals and events. Opportunities for leadership are available.

**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. The Library Monitor is to help the Library Captain with a wide range of tasks including:
  - a. Demonstrate excellent Library Monitor skills by being accurate with the loans system, correctly shelving resources, calling on the support of Library staff when necessary and taking direction and support from the Library staff.
  - b. Demonstrate excellent Library Monitor behaviour by completing training sessions after school and other times, being punctual and courteous, being present at scheduled rostered duties, help keep the library space well presented and assist with Library displays, Library competitions festivals and other activities.

**TIME COMMITMENT:** All year — the Library Monitors are rostered on a minimum of two 20 minute sessions per week.

- SKILLS REQUIRED:**
1. Willing to take responsibility
  2. Show an interest in promoting the library
  3. Be a team player
  4. Willing to give up some before school, after school or at lunchtimes to help out in the library
  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. Provide friendly customer service

**HOW TO APPLY:**

Positions for new Library Monitors are open from week 2 of Term1. Approach Library Staff to express interest.