



Job title: Pupil Librarian

Job purpose: To help the school librarian to run the library.

Responsible to: Miss Vigar

Duties

- To help in the library at set times agreed with the librarian
- To shelve fiction books in A-Z order
- To shelve non-fiction books in subject order
- To keep a section of the stock tidy and in the correct order
- To help with library displays
- To help issue and return resources
- To help repair resources
- To help other students find what they are looking for
- Any other jobs which help the librarian

Pupil librarians are:

reliable

hardworking

honest

cheerful

sensible

enthusiastic

Pupil librarians:

enjoy working with computers

are willing to help others

have an interest in books

enjoy thinking on their feet

enjoy helping other people

have good communication skills

