

**ADMINISTRATIVE PROCEDURE NO. 423****THE ROLE OF THE LIBRARY TECHNICIAN****Background**

The library technician is responsible directly to the principal for the administration and general operation of the school library, and must be able to work cooperatively with the staff and students of the school.

**Procedures**

1. The library technician, in consultation with the principal, shall determine the hours of work which are to consist of seven and one-half hours per day.
2. The library technician shall be responsible for:
  - a. Routine desk duties, including charging and discharging books, registering borrowers, and preparing overdue notices;
  - b. Assisting students in the use of library facilities;
  - c. Helping teachers in the supervision of library facilities;
  - d. Maintaining all library records, including computerized library system;
  - e. Mending books and library materials;
  - f. Maintaining and upgrading audio-visual and picture files;
  - g. Requisitioning reference books, material, and periodicals, after consulting with the principal;
  - h. Requisitioning library supplies through the principal; and
  - i. Performing other duties, as assigned from time to time by the principal.

(Please refer to our Non-Teaching Staff Handbook.)