ROOSEVELT COLLEGE SYSTEM

JOB DESCRIPTION OF LIBRARIAN
Basic Education & Tertiary Education

Position Title: LIBRARIAN

Position Relationships:

A. Supervision Received:
   VP Academics
   Director/Principal – Basic Education Division
   Dean – Tertiary Education Division

B. Supervision Given:
   Library Personnel

C. Coordination:
   Academic Supervisors/Purchasing Department

POSITION DESCRIPTION

General Function:

The school librarian is responsible for the overall administration of the school library premised or based on a well-studied and approved plan which incorporates all the operational and developmental phases needed for effective functional services of the said office.

Specific Duties & Responsibilities:

A. Basic Education

1. Plans, organizes, and directs the function of the library to obtain optimum utilization of library personnel, space, collection of Books, Journals, Periodicals and other references needed for smooth delivery of required services.

2. Solicits annually from reputable publishers lists of new books, periodical, journals, etc.; circulate the same to concerned Deans, Schoolheads, Supervisor, Principals and Faculty with request to identify by checking the titles they want to recommend for purchase; consolidate and classify the same according to subject areas; send the consolidated titles to concerned Dean/Schoolhead for screening and approval; and, prepares the purchase requisition form of titles approved for purchase and forwards it to the Purchasing Office.

3. Upon receipt of the books, periodicals, journals, and magazines recommended for purchase, displays the same in a display rack for about two (2) weeks.
4. Notifies concerned Dean, Schoolhead, Supervisor, Principal and Faculty of the arrival of their recommended reading materials.

5. Exercises overall supervision of library personnel, assigns them specific duties and responsibilities, and evaluates their individual performance based on established and accepted standards in RCS.

6. Implements all established library systems, rules, and procedures.

7. Reports on losses on a quarterly basis to concerned school official (Dean/Director/Principal, etc.) who will forward a copy to the VP Academics and other concerned officials like the Accountant, Property Officer, etc. for purposes of up-dating of Inventory records.

8. Controls inventory of all books and all library resources in the unit, issues reminders on overdue books; acts on clearances of students, faculty, and administrative staff of RCS; ensures that NO books, magazines, etc. and other resources are taken out of the library premises without appropriate approval and charge cards. Reference materials must not leave the library premises.


10. E-records all library collection and acquisitions.

11. Conducts orientation for new teachers, school employees, and pupils and students at the opening of classes.

12. Assists pupils, students, and teachers in the use of library materials.

13. Attends seminar-workshops and conferences for his/her professional growth with the support of the school.

14. Maintains an updated inventory of library materials, number of users, number of acquisitions, etc. and provides copies of same the V.P. Academics and concerned Dean/Schoolhead.

15. Annually ascertains books and other reference/reading materials 10 years and above edition no longer useful to serve the purposes for which they were acquired for possible removal from the shelves. At the option of the Schoolhead or Dean, these books must be donated to public schools.

16. Photocopies needed materials (if allowable).

17. Performs such other functions as may be directed by appropriate management supervisors mentioned above.
B. Tertiary Education Division (TED)

In addition to the above applicable specific duties and responsibilities, the Librarian of the Tertiary Education Division is also mandated to perform the following duties and responsibilities:

1. Provides separate reading section for TED students.
2. Separates TED collection and materials from the Basic Education Division.
3. Assists in serving the needs of scholars and researchers.
4. Provides collection of well selected relevant books to support the core needs of the general curricula.

NINA FRANCES DELAS ARMAS
HRDMO Officer

Approved by: Dr. PAZ H. DIAZ
VP Academics

Approved by: ROMEO P. DELA PAZ
President

Note:
Some of the Specific Duties and Responsibilities given above were sourced from: Ulpiano “Ulan” Sarmiento II – *Education Law and the Private School*, 2009, p. 342.

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