

POLICY NUMBER: 504

Date Passed June 19, 2006 Board Chair Carole Carpenter

Reviewed Board Chair

Description

Duties

1. Research library resources and implement the program i.e : fiction (stories), non-fiction (crafts) magazines (games and puzzles) and Internet resources
2. Ensure sufficient craft and snack supplies are on hand to conduct program
3. Read stories to or with children and coordinate activities (crafts, games), plan and prepare snacks
4. Record and report attendance statistics
5. Prepare newspaper articles and summary of program for the Board
6. Library related duties as required:
 - Shelf items that have been returned
 - Check library materials in and out
 - Assist patrons with the operation of office equipment such as patron designated computers, fax machine, photocopier, and printer
 - Other related duties as required