

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 501-A
Title: Job Description – Library Manager

Policy Statement:

Library personnel shall be knowledgeable in library procedures.

Reports to: The Town of Two Hills Library Board.

Guidelines and Procedures:

Responsibilities:

1. Collection Development

- 1.1 To evaluate the library collection for purposes of addition and/or deletion of titles.
- 1.2 To select and order all library materials including reference and periodicals.
- 1.3 To maintain the collection in good repair and order.
- 1.4 To do an inventory every two to three years.
- 1.5 To keep an up-to-date automated catalogue.
- 1.6 To weed out materials periodically.
- 1.7 To correlate book orders to patron requests.

2. Programs and Patron Services

- 2.1 To assist patrons in locating and using library materials and services.
- 2.2 To carry out circulation services to the patrons: checking books in and out of the library, levying overdue book fines accordingly, re-shelving books, and keeping shelves clean and tidy.
- 2.3 To determine need for, plan and carry out appropriate library related programming for all ages.
- 2.4 To maintain an active public relations program, in conjunction with the board.
- 2.5 To maintain records of all library activities, both statistical and descriptive.
- 2.6 To process interlibrary loans.
- 2.7 To develop and maintain a volunteer program.
- 2.8 To train, supervise and evaluate temporary and volunteer staff.

3. Relations with the Board

- 3.1 To act as technical advisor to the Board.
- 3.2 To recommend policies to the Board.
- 3.3 To carry out all approved policies of the Board.
- 3.4 To attend all Board meetings.
- 3.5 To keep the Board fully and regularly informed on all aspects of library operations and programs.
- 3.6 To consult with the Board on instances of out of the ordinary expenditures.
- 3.7 Shall present a summary of what has occurred and how projects are progressing at each board meeting.

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Date to Review: January 14, 2023

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4. Other Responsibilities

- 4.1 To prepare and submit the annual report and annual survey to the Government of Alberta.
- 4.2 To assist the board in preparing the annual budget.
- 4.3 To know provincial and local library legislation.
- 4.4 To participate in a regular program of professional development.
- 4.5 To be aware of opportunities for alternate sources of funding.
- 4.6 To submit all necessary documentation to Northern Lights Library System Headquarters and Libraries Section of the Government of Alberta.
- 4.7 The Library Manager shall be the FOIP officer.
- 4.8 Any other duties as required.

5. Technology

- 5.1 To maintain and update the library website.
- 5.2 To maintain and update the library Facebook page.

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