

Vilna & District Municipal Library Board Policy Manual

Category: Personnel

Policy Number: 501

Title: Job Description – Library Manager

Policy Statement: Library Manager shall be knowledgeable in library procedures.

Guidelines and Procedures:

1. Collection Development
 - 1.1. To evaluate the library collection for the purposes of addition and/or deletion of titles and report to the board.
 - 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 a yearly inventory.
 - 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 in a timely fashion.
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 a 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 meeting and present report.
 - 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 expenses.
 - 3.7. Shall present a summary of what has occurred and how projects are progressing at each board meeting.
4. Other responsibilities
 - 4.1. To prepare the annual report and survey and assist the Board in preparing the annual budget.
 - 4.2. To know provincial and local library legislation.
 - 4.3. To maintain a regular program of professional development.
 - 4.4. To be alert to opportunities for alternate sources of funding.
 - 4.5. To submit all necessary documentation to NLLS and Libraries Section.

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Date to be Reviewed: January, 2024

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- 4.6. The library manager shall coordinate all library records as it pertains to the Freedom of Information Act.
- 4.7. Petty cash report as part of the monthly library manager report at each board meeting.

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