

COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL

Category: Personnel

Policy Number: 501

Title: Job description – Library Manager

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

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 material 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, 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.

Policy 501
Job description – Library Manager

COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL

- 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/Friends of the Library Society 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.

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 and alert staff to learning opportunities.
- 4.4 To be alert to opportunities for alternate sources of funding.
- 4.5 To submit all necessary documentation to Northern Lights Library System and Libraries Section.
- 4.6 The Library Manager shall coordinate all library records as it pertains to the Freedom of Information Act.
- 4.7 Any other duties assigned by the board in accordance with appropriate legislation.

Policy #501
Job description – Library Manager