

Sr Ann Marie Learning Centre Library

Library Monitors' Charter

The library provides the central information and literature service for the College where all students are offered equal opportunities to access information, develop learning skills and share library spaces. It is also a major resource support centre for teachers. The library monitors assist the library staff in service delivery, provide feedback on services and represent their peers.

Duty Schedule

1. A library monitor must undertake a minimum of one duty per week.
2. Library monitors who have other engagements must arrange with another monitor to do their duty.
3. Library monitors are accountable to the library staff.

Supervision

1. Library monitors will be of service to students who need assistance using computers, locating book resources and providing basic instruction in use of the Library Catalogue – e-library.
2. Library monitors will refer unresolved student enquiries to library staff as necessary.
3. Library monitors will observe the students using the library and report to staff cases of inappropriate behaviour.

Photocopying

1. When a student wishes to make a photocopy, monitors are available to provide assistance as required.

Shelving and shelf checking

1. Particular attention will be paid to shelf order. When shelving, the surrounding books will be checked for correct order. When sections of shelves are messy, they will be tidied.

Selection of new Resources

1. Library monitors will assist with the selection of new resources.
2. Library monitors will provide feedback on reading preferences and interests from students.

Monitors' Rights and Obligations

1. Library monitors will be eligible to add their school service to their resumé.
2. Library monitors will receive the full support of all college staff.
3. Library monitors must provide positive examples of good behaviour, especially in the Library
4. Library monitors will be eligible to receive a coordinator's award as well as house points.

Evaluation

1. Monitors will be actively encouraged to provide feedback about the program to improve its effectiveness.

APPLICATION FOR LEADERSHIP POSITION

LIBRARY MONITOR 2014

I, _____ wish to apply for the position of Library monitor of the Sr Ann Marie Learning Centre.

Describe your character and the interpersonal (how you relate to other people) skills which make you a suitable candidate for the position.

What strategies in your role as library monitor, would you take to improve the services and patronage of the Library?

Signature _____ Date _____