

Library Media Assistant

Branchburg Township School District

Branchburg, New Jersey

- I. Title:** Library Media Assistant
- II. Qualifications:**
 - High School Diploma or GED
 - Previous experience working in a library setting is preferred.
- III. Reports To:** Building Principal
- IV. Job Goal:** The Library Media Assistant will support the Library Media Specialist through a variety of tasks to ensure effective functionality in the library.
- V. Performance Responsibilities:**
 - A. In-Service Days - Beginning of School Year:
 - All barcodes for new students need to be made and barcodes for all students arranged.
 - Other library opening related duties will be assigned to the Library Media Assistant by the Library Media Specialist.
 - B. Book Covers:
 - Book covers to be put on existing books that are damaged (torn, ripped, or dirty).
 - C. Entering Books into System:
 - All books should be entered into the system and placed on shelves for students to borrow.
 - Responsible for processing new materials.
 - D. Shelving:
 - Continuously shelving books as needed and determined by the Library Media Specialist.
 - E. Book Check-Out:
 - Ensure students do not check out books that exceed the max number allowed at one time.
 - All holds must be done through the library catalog system.
 - Overdue notices will go out via email from the library system and the Library Media Assistant will respond to all parent/guardian replies.
 - F. Book Check-In:
 - Books are to be scanned after all books have been returned
 - After books are checked in, they should be organized and prepared for re-shelving.
 - G. Damaged Books Procedure:

- Make notes to each student account regarding lost or damaged books.
- Communicate about damage or lost books via email and maintain current documentation.

H. Book Displays:

- Create one to three displays per month which are separated and labeled accordingly.

I. Other:

- Assist students and staff with using the library, including locating books.
- Processing weeded materials
- Responsibilities as designated by the Library Media Specialist and/or Building Principal.

VI. Terms of Employment:

- Work year and salary to be determined by the Board consistent with the terms of any applicable negotiations agreement.

VII. Evaluation:

- In accordance with state regulations, Board of Education policy, agreement between Board of Education and the Branchburg Township Education Association

Board of Education Revision Approval: June 23, 2022