

## **Weare Public Library**

### **Head Children's Librarian**

#### **Summary**

The Head Children's Librarian is responsible for the promotion of reading and library services to children. With other Children's Room staff, the Head Children's Librarian is responsible for general library routines. The Head Children's Librarian suggests material for the children's room, monitors behavior of children and adults, maintains the collection and materials in the room, supervises staff, and trains new staff and volunteers. This person must be capable of exercising good judgment and making professional-level decisions. The Head Children's Librarian has a good knowledge of children and children's literature and is well-versed in public library practices.

#### **Supervision Received**

The Head Children's Librarian is responsible to the Director and Assistant Director, but works independently to carry out daily activities.

#### **Supervisory Responsibilities**

Apart from the Director and Assistant Director, the Head Children's Librarian supervises all employees stationed in the Children's Room. He or she also recruits, schedules, and coordinates volunteer help.

#### **Collection Development and Maintenance**

1. With consideration given for this community's needs and interests, provides recommendations for new materials for children of preschool through middle school age.
2. Displays material in a manner that will entice young readers to use and enjoy reading.
3. Maintains collection through shelf reading and physical upkeep of materials.

#### **Reference and Selection of Reading Materials**

1. Assists patrons in the location and use of materials.
2. Guides readers to material appropriate for their age/reading level and enjoyment.

#### **Programs**

1. With assistance from staff and volunteers, creates and implements programs for patrons served in the Children's Room. These include, but are not limited to, storytimes, summer reading, and outreach programs.
2. Maintains statistical and other records of programming.
3. Works with library staff to coordinate programming for special events or themes.
4. Promotes Children's events and programs in both social and traditional media.

#### **Library Routines**

1. Shelves material in the Children's Room.
2. Maintains interesting displays in children's room and keeps the room in an orderly fashion.
3. Assists with the staff on the upper floor, when needed.
4. Other duties as assigned by Director or Assistant Director.