

**LIBRARY COORDINATORS**

Library Coordinators are responsible to the Principals of the buildings in which they work for the proper execution of the responsibilities listed herein as they relate to their buildings. In all matters which relate to more than one school, the Library Coordinators are directly responsible to the Assistant Superintendent for Instruction or his/her designee.

The current responsibilities of the Library Coordinators are to assist with the coordination of library services by:

1. Coordinating the work assignments and job priorities of the members of the library staff, both librarians and supporting personnel.
2. Coordinating the ordering and processing of materials for the library and keeping of necessary records.
3. Seeing that library staff meetings are held at least monthly or as requested by the Principal and/or the Assistant Superintendent for Instruction, and be Chairperson for these meetings.
4. Keeping minutes of staff meetings and sending copies to all members of the staff involved in the meetings, the Principal, and the Assistant Superintendent for Instruction.
5. Arranging with the Principal for needed follow-up related to building and District library staff meetings.

Adopted: January 15, 1974

Revised: January 19, 1982