

TANGIPAHOA PARISH SCHOOL SYSTEM
CHECKLIST OF ROUTINE LIBRARIAN DUTIES

Please Note: When checking the library schedule, refer to this checklist of Routine Librarian Duties for an explanation of the codes (numbers) indicated.

1. Dissemination of books and related materials
2. Checking in new library materials
3. Cataloging
 - a. Typing catalog cards
 - b. Typing borrower's card
 - c. Affixing pockets
 - d. Filing catalog cards
4. Shelving
5. Preparing overdue notices
6. Accessioning
 - a. Library materials
 - b. Teacher's manuals, curriculum materials, etc.
7. Library book repair
8. Repair and maintenance of A/V equipment
9. Computer operations
10. Sorting library mail
11. Previewing materials housed in the library
12. VCR Taping and management
13. Ordering library materials
14. Preparation and planning time
15. Recording Circulation Statistics
16. Teaching Library Science
17. Teaching other subject matter