

Teacher Librarian Roles and Responsibilities

“Library program” means an articulated, sequential kindergarten through grade 12 library or media program that enhances student achievement and is integral to the school district’s curricula and instructional program. Library programs are planned and implemented by a qualified teacher librarian working collaboratively with the district’s administration and instructional staff. The library program services provided to students and staff shall include the following:

- Support of the overall school curricula,
- Collaborative planning and teaching,
- Promotion of reading and literacy,
- Information literacy instruction,
- Access to a diverse and appropriate school library collection, and
- Learning enhancement through technologies.

In general, the professional librarian is responsible for those tasks that involve professional decision-making. For example, a support staff person can assist a user in locating a requested resource, but a professional librarian makes resource recommendations to users because those recommendations require a decision as to age-appropriateness, difficulty, format, interest, etc.

Teaching in the library is a professional task. Just as other curricula (art, music, physical education) are taught by a licensed professional teacher in that area, so the library curriculum is taught by a licensed professional teacher librarian.

| Program Component | Licensed Teacher Librarian | Appropriately Licensed Teacher in Collaboration with Teacher Librarian and School Administration | Para-educator/Associate | Non-licensed Computer Specialists |
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| Teaching | | | | |
| | design curriculum and instruction in information literacy, including information technology | map information literacy & technology curriculum to classroom curriculum | | |
| | teach a curriculum of information literacy and technology across all grade levels of the school aimed at students learning to access, evaluate, use, create, and communicate information through | teach research skills, e.g., thesis-formation, note-taking, citation, composition teach technology skills, e.g., keyboarding, multimedia production, media literacy | assist in scheduling and monitoring usage of the library and computer lab | Provide one to one assistance to children after teacher or teacher librarian has provided instruction |

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| | <p>inquiry and critical thinking, e.g.,</p> <ul style="list-style-type: none"> generating an authentic researchable question mediating between information need and a wide variety of resources, including online information tools evaluating information for authority, bias, currency, and relevance using appropriate technology to create and communicate new knowledge ethically <p>assess student performance in information literacy competencies</p> | | provide one to one assistance to children after teacher librarian has provided instruction | |
| | design and implement activities that develop capable and independent readers such as book talks to classes based on student interest or curricular connections; literature lessons; participation in Iowa Children's Choice , Goldfinch, or Teen Award programs; reading recommendations and programs for family participation in literacy support. | teach reading comprehension skills | assist with instruction in computer lab and library | |
| | promote literacy through 1:1 or small-group reader advisory by directing students to resources that are age-appropriate at accessible levels of difficulty and that respond to student interest as well as information need | In collaboration with the teacher librarian, assist students in matching texts to reading level and student interest | assist students or teachers in locating requested resources | |
| Library management | | | | |
| Planning and | design and implement a building | | | |

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| leadership | library program, consistent with building and district goals as they implement the Iowa Core | | | |
| | Plan the physical and virtual library space | | | |
| | develop, in cooperation with school leadership, policies for selection and reconsideration of school library materials; confidentiality of student library records; and legal and ethical use of information resources, including plagiarism and intellectual property rights. | | manage circulation system to ensure confidentiality of library records observe use of information resources and technology to support ethical use | observe use of information resources and technology to support ethical use |
| | communicate library program goals clearly to building principal and staff. Communicate with principal and/or district leadership regarding program development and concerns. | | | Develop databases, websites, etc. |
| | participate in building- and district-level meetings, inservices, committee work and curriculum writing. | | . | |
| | set policy for student behavior in the library | | remind students of appropriate behavior in the library and refers behavior problems to the teacher librarian or, in her absence, to the classroom teacher | |
| | Develop and implement work flow for library staff | | | |
| Collection | select resources (print and digital) so that the collection is responsive to the needs of the students and teachers and meets the selection | | maintain records of resources in the automated library system; adds new records and deletes withdrawn items | |

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| | criteria of the district library resources selection policy. | | | |
| | set priorities and plan library budget in cooperation with building and/or district leadership; expend and manage budget resources accordingly | | maintain budget records | |
| | maintain collection by weeding resources according to professional criteria and guidelines | | assist in inventory of materials, equipment and supplies | Load and update software |
| | | | shelve or file materials and keep collection orderly | Manage virus protection |
| | | | maintain file of software /resource licenses | maintain file of software /resource licenses |
| User Assistance and Circulation | set and implement policy for circulation and use of library resources. | | use the automated circulation system to check materials and equipment out and in | Provide computer network support |
| | provide teacher inservice for integration of library resources and technology into the curriculum provide teacher inservice on relevant policy, e.g., ethical use of information | | respond to equipment problems such as replacement of bulbs, batteries, cartridges, basic troubleshooting, and loading software | respond to computer troubleshooting |
| | | | check in periodicals and route to teachers as requested | |
| | | | prepare and distribute overdue notices | |
| | | | clean computers, keyboards, mouses. Maintains the use of hand sanitizer in library and computer lab. | clean computers, keyboards, mouses |
| | | | assist users with computers and | assist users with |

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| | | | other equipment. | computers |
| Professional development | | | | |
| | maintain awareness of professional trends and emerging technologies and assesses applications for potential implementation | | | |
| | Provide training for library staff | | | |