

Student Librarians' Tasks: primary school example

Lunchtime duties

1. Remove items from the *Returns Box* and follow returning procedures so that the books are ready to be shelved.
2. Put any books needing mending on the work area shelves.
3. Sort the books into *Fiction*, *Non-fiction*, *Picture books*, and *Picture books for older readers* and shelve the books.
4. Straighten up the books on the shelves – have books standing upright
Non-fiction Check the books are in the correct numerical order.
Fiction Check the books are in the correct alphabetical order.
5. Fill any empty spaces in the face-out shelf displays.
6. Ten minutes before closing time, remind students using the library that they need to get ready to leave soon. Spend the last few minutes at the end of lunchtime having a quick tidy-up to finish your duty - cushions on the window seat, rubbish collected
7. Be cheerful and approachable to everybody using the library, so that they all see it as a friendly place to visit.

Well done and thank you!