

Student librarians' tasks: secondary school example

Lunchtime duties

1. **Desk duty:** return items from the *Returns Box* through the library system and arrange in order on trolley ready to be shelved. Put items needing mending onto the work area shelves. Issue, renew and reserve books and periodicals for students and staff.
2. **Shelf duty:** shelf recently returned items. Check shelves are in numerical / alphabetical order. Ensure all books are upright on shelves and replace borrowed items on display stands.
3. **Workroom duty:** cover, label and stamp new books according to School Library Handbook procedures.
4. **Floor duty:** Assist users to locate information via the OPAC, online databases and the shelves. Help with troubleshooting computers, photocopiers and printers.
5. **Promotions duty:** Write a review and recommendation for the library blog, newsletter, school website or intranet. Create and maintain a themed display.
6. **Tidy up** just before lunchtime ends. Put back or pick up: tables, chairs, beanbags, cushions, books, magazines, rubbish.
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!