

The Dual Role of the Teacher Librarian

As Librarian

Collection Development

Assessment of total collection-
determine immediate and long term objectives
Preparation of budget allotted funds
Evaluation and selection
Production (or promotion of the
Production of Audiovisual materials)

Organization and Maintenance of Collection

Classifying, cataloguing, processing
of all collections - books, audiovisual,
pamphlets, pictures, etc...
Taking Inventory, weeding, repairing.
Creating, developing and maintaining
Bookmarks and web pages.

Administration

-Ordering and receiving procedures

Maintenance of records-eg. purchase
orders, budget, collections and
Statistics, etc.
-Operational routines and procedures -
Eg. Circulation, text and equipment
distribution.
-Allocation of duties - clerical staff, student
helpers, teacher aides, adult volunteers.
-Reporting relationships - including
Preparation of annual reports.
Evaluation procedures.

As Teacher

Research Skills - Total Program

Development at mid and secondary level

Orientation

Start of term both teachers and students

Curriculum Materials Promotion

Thematic, topical curriculum related materials
New additions to collection, materials
of a specific type.

Recreational Materials Promotion

Secondary level - planned program to develop
and expand reading interests and
literary background.

Curriculum Planning and Implementation

Assess instructional needs - note conceptual
and content objectives in all subjects
and interdisciplinary relationships.

Study strengths and weaknesses of various
media and determine the kinds of -
learning situations to which each is
best suited.

Assess collection in relation to instruction
needs and student abilities.

Plan study units cooperatively with teachers

1. Helping to define student learning objs.
2. Suggesting combinations of materials
useful in introducing topics, supporting
3. Suggesting instructional strategies and
Circulation routines geared to making ----
efficient use of materials.
4. Giving instruction as required - content
skills.
5. Serving as an extension of the teacher as
students work individually or in groups in the
library.
6. Helping to evaluate strengths, weaknesses
of the strategies used.