



Librarian Job description

Hours of paid work : 8 ½ hours per fortnight

Every Tuesday 10am – 12.45pm

Every 1st and 3rd Saturday 10am – 12.45pm

Voluntary work : Attending committee meetings
Ringing duty members prior to their rostered shifts

Description of work required:

- Open the library at the designated time and put the sign out.
- Receive toy returns and check for cleanliness, lost pieces and damages.
- Process returned toys by completing relevant paperwork
- Issue toys to members and complete paperwork
- Charge rental fees, fines and membership charges as appropriate
- Refund money if/ when missing toys are returned
- Itemise problems and breakages in appropriate books.
- Sign up new members, explain terms & conditions etc of the Toy Library
- Assist our members with any queries they may have.
- Enter the new members onto the computer
- General housekeeping, vacuuming, dusting and cleaning.
- Keep toys looking “appealing” on display in the library.
- Bring in the sign and lock the doors
- Tally up the days takings for the Treasurer.
- Ring any members that were late today with returns.
- Mail overdue, dirty or broken notices to the appropriate members.

Other duties as may be required:

- Update the Coordinator on any issues that arise eg late rentals, prior to meetings.
- Numbering new toys or re-labelling faded numbers on existing toys in circulation.
- Ensuring a timely repair is obtained on broken toys ie. liaise with committee.
- If meetings cannot be attended provide a written report for the committee.