**To put ONE jr. high book onto the shelf for checkout:**

1. Select the book.
   1. Check websites for series updates
   2. Check yearly awards lists
   3. Monitor best sellers
   4. Monitor library list servs
   5. Check catalogs/websites for new releases by familiar authors
   6. Browse Barnes & Noble book store and take photos
2. Order the book
   1. Make sure I can afford it—enter cost into my own spreadsheet
   2. Enter the School financial software and create a Requisition
   3. Requisition must be approved by Principal and Central Office
   4. Once a Purchase Order is created, the item can be ordered.
3. When the book arrives
   1. Check the website to see if it is on Accelerated Reader
      1. Label the book if it and cover with tape
      2. If it is not, request they make a test for it
   2. Laminate cover
      1. Send it through the laminator after spending 1.5 hours loading it
      2. Cut each cover free
      3. Fold over tops and bottoms and tape to the inside of the book
      4. Tape it onto the book with filament tape
   3. Place a bar code on the book
   4. If the book is part of a series, put that number under the barcode
   5. Place a date grid for kids to stamp
   6. Determine the spine label and create it
      1. On a nonfiction book, this involved analyzing the shelves and seeing where the book would best first.
   7. Determine genre and label it accordingly
   8. Enter the book into the library computer system
4. Place the book as a display on the shelves
   1. If the book is part of a series, reprint and laminate the series order slip on the shelf. Use the Fictfact website for series order.

Additional jobs I do:

1. **Help kids find books**
   1. Sometimes they want a specific book
   2. Sometimes they want help finding a “good book”
   3. Sometimes they want “that black book with the green violin on it”
2. **Create and maintain budgets**
   1. Each budget’s year allotment is set
   2. Interactive spreadsheet is created and maintained
   3. As invoices arrive, they are confirmed and filed
3. **Catalog books**
   1. For the Jr. High
      1. Determine Dewey classification and create label
      2. Create spine label
      3. Number and barcode inside page
      4. Check for AR and mark appropriately
   2. For the Grade School
      1. Determine dewey classification and create label
      2. Check for AR and label as appropriate (Star)
   3. For McGaughey
      1. Determine Dewey classification and create label
      2. Check for AR and label as appropriate (Star)
4. **Put together book orders**
   1. For the Jr. High
      1. Cross check online catalog to make sure it isn’t checked out
      2. Check budgets for current amounts
      3. Determine best binding and vendor
      4. Run lost book report to include in order if necessary
      5. Create requisition in financial software.
      6. When a PO is generated, place order
   2. For the Grade School
      1. Cross check online catalog
      2. Go through lost book report for possible replacements
      3. Go through discarded books for possible replacements
      4. Check award books/well known authors
      5. Forward order to secretary for placement
   3. For McGaughey
      1. Cross check online catalog
      2. Go through lost book report for possible replacements
      3. Go through discarded books for possible replacements
      4. Check award books/well known authors
      5. Forward order to secretary for placement
5. **Assist teachers with Accelerated Reader**
   1. Jr. High and High School
      1. Enter new kids
      2. Remove tests when needed
      3. Look up results
6. **Reshelve books daily**
7. **Maintain webpages for various libraries and other projects**
8. **Run overdue lists**
   1. Separated by teacher
   2. Copy and send to appropriate teacher
9. **Deal with Chromebooks**
   1. Loaners
   2. Repairs
   3. Forgotten chargers/machines
10. **Repair damaged books**
    1. Tedious, boring work involving tape and glue and lots of patience
11. **Discard and weed books regularly**
    1. Rotate sections, with technology-heavy ones more often, to check
    2. Walk shelves, look for worn, damaged books that need recover or replace
    3. Remove book from online catalog
    4. Find replacement book if necessary
    5. Order replacement book
    6. Box up weeded books for donation/teacher use
12. **Make bookmarks**
    1. Finding funny quotes/pictures
    2. Copy them multiple times onto a page/print several copies of each
    3. Laminate printed pictures
    4. Cut out each bookmark
13. **Change TV slide show on big TV**
    1. Find funny photos and books to go with them for each slide
14. **Draw a monthly AR winner and create congratulations signs and distribute**
    1. Order prizes each year
    2. Laminate signs before delivery
15. **Organize book clubs**
16. **Organize faculty book studies**
17. **Organize Literary Magazine**
    1. Announce to all classes
    2. Ask for editors/designers
    3. Met with students/marketing
    4. Seek submissions
    5. Set up editorial board/rubric
    6. Train designers in layout
    7. Print
    8. Distribution