

Section 5: PERSONNEL

Statement of Ethics

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. **We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
- II. **We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- III. **We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.**
- IV. **We recognize and respect intellectual property rights.**
- V. **We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
- VI. **We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- VII. **We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.**
- VIII. **We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.**

Adopted June 28, 1995, by the ALA Council

Library Media Specialist Job Description

Summary

The library information specialist plans, arranges, administers, and implements the library information center program and supports the educational philosophy and objectives of the school district. She or he organizes, establishes, and supervises routines and procedures for the smooth operation of the library media center. The library media specialist has technological expertise in electronic information resources, library-management software, and electronic resources available in the content areas. The specialist creates and maintains an atmosphere that encourages student and faculty use. She or he updates personal expertise by keeping aware of current trends; belonging to professional organizations; and studying and analyzing library, media, and educational trends. The library media specialist's role is one of teacher, a manager, and an educational consultant who is expected to take a leadership role in carrying out the school's educational program.

Duties and Responsibilities

Following job description is from the MISD Personnel Department:

<http://www.mansfieldisd.org/departments/personnel/jobdesc/campus/librarian.htm>

Job Title: Librarian

Major Functions and Responsibilities:

The person in this position is responsible for supporting the district's mission through effective leadership and management of the campus library/media technology program, facilities, and staff thus enabling students to become proactive, information literate, lifelong learners..

Examples of Key Duties: The duties of this position include but or not limited to the following.

Instruction:

1. Provide group instruction and individual guidance to students to help them locate resources and use research techniques.
2. Collaborate with staff regarding the curriculum development and support.
3. Serve as information resource for users of library/media center materials and provide staff development opportunities for teachers on the availability and use of campus and district learning resources.
4. Serve as teacher, materials expert, and curriculum advisor to ensure that library/media center is involved in instructional programs of the school.

Library Programs:

5. Effectively plan school library program to meet identified needs.
6. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems.
7. Collaborate with staff regarding the curriculum development and support.
8. Assist in preparation of bibliographies and curriculum guides
9. Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources.

10. Coordinate development and maintenance of community resource file.
11. Maintain schedules for instructional television programs and encourage use of video programs for educational purposes.
12. Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
13. Use appropriate and effective techniques to encourage community and parent involvement.
14. Coordinate a collection of materials which support the methodologies, philosophies and innovations which suit the needs of the individual school.

Student Management:

15. Carry out discipline in accordance with board policies and administrative regulations.
16. Interact with students to promote positive attitudes toward library and reading.

Program Administration:

17. Compile, budget and cost estimates based on documented program needs.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
19. Comply with federal and state laws, State Board of Education rule, and board policy in the library/media services area.
20. Coordinate and plan the development of long range/strategic library goals and applications.
21. Comply with all district and campus routines and regulations

Communication:

22. Maintain a positive and effective relationship with supervisors.
23. Communicate effectively with colleagues, students, and parents.

Supervisory Responsibilities:

24. Supervise and manage the school library/media center.
25. Supervise clerical aide(s), student aides, and volunteers.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Climbing, stretching, frequent light lifting of books, boxes.

