



**Woodinville Toddler Group**  
**Job Description**  
**PARENTING EDUCATION LIBRARIAN**

**Summary:** The Parent Librarian shall procure, update, and maintain the parent library. S/he shall oversee the check-out system and card new books. The Parent Librarian is also responsible for stocking the pencils and blank paper used for in-class parenting education.

**Estimated Time Commitment:** 1-2 hours/month, depending on tasks

Task Calendar	
Time Frame	To Do
Before Orientation (End of August, beginning of September)	<ul style="list-style-type: none"> <li>● <b>Sharpen all pencils in the blue box for in-class parenting education.</b></li> <li>● <b>Cut scratch paper to fit the other pencil box and add crayons for in-class parent education.</b></li> <li>● <b>Complete an initial inventory of the Parent Education Library</b> prior to classes starting in September. Be sure to add in any “missing books” off of the missing list that may have been returned over the summer. Update the “missing books” list from last spring and send to instructors.</li> <li>● <b>Update and post instructions for using the parent education library for the membership during the first week of class.</b> Last year’s instruction sheet is located in your file folder.</li> <li>● <b>Order additional copies of the Parent’s Book Club book</b> if needed. Initiate the conversation with the instructors regarding the quantity, and order in time for the November event. Participants often use their own copy, but it’s good to have a few copies available for use.</li> <li>● <b>Send documents to the Webmaster for posting.</b> After you have familiarized yourself and made any corrections, send the following documents to our Webmaster in PDF format: 1) instructions for library use / check out, and 2) updated inventory list of parenting books. Documents should be posted prior to classes starting. Copy the instructor to assure they also have the most up-to-date documents.</li> </ul>
Ongoing during school year	<ul style="list-style-type: none"> <li>● <b>Keep sharpened pencils</b> in the blue box for in-class parenting education.</li> <li>● <b>Cut new scratch paper to fit the other pencil box and add crayons</b> for in-class parent education as needed.</li> <li>● <b>Purchase new parent library books as needed.</b> Instructors or members may request new books to be purchased. You can also suggest titles for purchase based on parent discussions or if there are holes in the collection.</li> <li>● <b>Maintain parenting education library cart in a neat and orderly fashion.</b> <u>Check weekly</u> to assure that the books are filed according to the color code label.</li> <li>● <b>New Books and Repairs.</b> Label all new books with “WTG” using a black Sharpie marker and color code label, then file on cart.               <ul style="list-style-type: none"> <li>○ Add any new book titles to the library inventory list.</li> <li>○ Any books needing repair will be placed in the Parent Librarian’s file folder or under the sign-in table.</li> <li>○ Donate or recycle any books that have seen heavy use; note the title and ask Instructors if the title should be re-purchased.</li> </ul> </li> <li>● <b>Check Parent Share Board</b> at the end of the hallway on a monthly basis to remove any outdated materials.</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>If necessary, complete a check request form for reimbursement.</b> Attach all receipts, assign cost to expense categories and submit the request to the President's mail folder for approval.</li> <li>● <b>Check your mail folder in the green crate on the sign-in table on a weekly basis.</b></li> <li>● <b>Send reminder emails for overdue books on a monthly basis.</b> Two books may be checked out at a time for a period of up to four weeks. Mention that lost or damaged books will need to be replaced by the borrower.</li> <li>● <b>Collect replacement cost for lost or damaged books as needed.</b> Turn replacement monies into the Treasurer with an explanation. Ask instructors if the missing book should be re-purchased.</li> <li>● <b>Online Catalog.</b> All WTG parent library books are inventoried in an online catalog and organized in the same subcategories as the physical books on the cart. Add any new titles to the WTG collection to the online catalog (with subcategories) and delete any titles removed because of damage, etc. Having a working inventory allows for easy access and review of the WTG parent library collection and also helps with future school purchases. CATALOG: <a href="https://www.librarything.com/catalog/WoodToddlerGroup">https://www.librarything.com/catalog/WoodToddlerGroup</a></li> </ul>
May and June	<ul style="list-style-type: none"> <li>● <b>Post signs <u>at the beginning of May</u> to close the library.</b> Contact parents who still have books checked out to return immediately.</li> <li>● <b>In May, send "missing books" list to the Class Coordinators to include in weekly emails.</b> Post a list of overdue and missing books on the parent sign-in table by <u>mid-May</u>, to have more time for returns and follow-up.</li> <li>● <b>Take inventory of all parenting books at the end of the year.</b> Create a list of books that are missing and bring these books to the attention of the Instructors and/or Board of Directors for a decision to be made on which ones to replace. Confer with the instructors on any books that are dated/old, not checked out often, or have too many duplicates. At times, we remove these books from the library and donate. <u>Send a copy of this final inventory to each instructor, to the webmaster for posting, and print one to keep in your file at WTG for parent use.</u> Organize the library for the incoming Parent Librarian.</li> <li>● <b>Update job description.</b> Consider taking pictures of how you set up the bulletin boards to give next year's librarian an idea of how they could look.</li> </ul>

**Physical Items Held at the Home of the Parent Librarian:**

- A binder and small box can be kept at your home for easy access or at the school.

**We Appreciate our Support Team!** In order to recognize the contributions of Support Team members, WTG may offer a small token of appreciation at the end of the year. All families who attend WTG, including support team members, are eligible to apply for a Fee Waiver, if needed.