I. Expectations of Student Library Assistants

- **Privacy** – Please help keep information you learn about others private. This includes library materials checked out to others.

- **Student “Office” Area** – An area has been created just for you and your things for the class period that you are working ONLY!
  - No friends in the back room.
  - Keep you things clear of work areas, and walkways.
  - Do not use this area as your locker please. Take your things with you when you leave. Clean up area for the next Student Aide.
  - Do not leave food in this area.

- **Circulation Desk** – Lots of important/private stuff up here! So we are trusting you to be a professional.
  - Keep your actions and speech appropriate.
  - No friends behind the counter.
  - You are only allowed behind the counter during the class period you are working.

- **Job Responsibilities by Priority** – We have lots to do here!
  - 1st Priority is always Customer Service. If a student or staff member needs help make sure they are taken care of first, referring them to Mrs. Gaskill, Mrs. Jamison or Ms. Dimaio as needed.
  - 2nd Priority- Computer/Printing Center is your next priority, unless we have another student there doing community service and they are taking care of this.
  - 3rd Priority is the Circulation Activities. Do this every day! (It is OK to leave the Printing Center to do this, unless you are the only one at the desk.) Check in all the returned books, and shelve all the books on the cart.
4th Priority - **Walk through** library and push in chairs, pick up trash and reshelve any books and magazines laying around.

- Once a week do your **shelf reading**. Record the time and sections on your chart.
- ASK for a new task.
- Look for ways to make the LMC a better place.
- Check the Student Aide Duties List by your desk in the back room for ideas/projects.

Tell us when you leave the LMC. We will give you a pass. Do not socialize with our patrons…they have work to do…and so do you.

**Absences:**
- Excused Absences: 3 excused absences per marking period. An excused absence must be given 24-hour notice.
- Unexcused Absence: 2 or more consecutive absences will not be tolerated as we depend on you!
II. Job Description

Student Library Assistant

Basic Library Duties
- Work at circulation desk: check books in and out
- Shelve books
- Read shelves
- Check in magazines, newspapers, and journals
- Assist with inventory
- Print and sort overdue notices
- Unpack new books
- Process new books (stamp, barcode, tattle tape, etc.)
- Assist with collection maintenance (e.g., check catalog for most current copyright date of various Dewey areas so you can see which need updating)
- Monitor sign-in books or lunch passes
- Help with special projects and programs

Errands
- Pick up and sort mail
- Deliver items to classrooms and offices
- Deliver overdue notices
- Hang signs and/or promotions throughout school hallways

Library Atmosphere
- Create book displays for special events/features/celebrations
- Decorate bulletin boards
- Create book trailers, video tours, recording “HOW to USE VIDEOS”
- Create signs to identify various library areas
- Basic straightening of library (chairs, magazines, computer areas, etc.)
- Sharpen pencils and keep slips of paper available near computers
- Water plants
- Light cleaning, e.g., dusting, picking up trash

Clerical Tasks
- Laminating and/or trimming laminating
- Photocopying
- Answering phone calls
- Filing catalogs
- Typing/word processing
- Enter information into a database or spreadsheet
Equipment
- Back up computer files
- Perform regular maintenance tasks on computers (e.g., software or antivirus updates)
- Cleaning keyboards, VCR/DVDs, etc.

Curricular
- Read new titles and write book reviews
- Advocate library use within school community
- Provide input and suggestions regarding future title purchases
- Train and mentor library patrons about catalog use, Dewey, or other library-related curriculum.

I have read the expectations and job description. By signing this agreement, I agree to follow the procedures and rules as outlined above.

Student Signature____________________________________

Date_______________________