

LIBRARY ASSISTANT EXPECTATIONS & SYLLABUS

Course Description:

- The Library Assistant (TA) position is an elective course that is designed to give students the opportunity for volunteer work at the Buena High School Library Media Center.
- This position will provide students with job experience that is similar to a customer service position in a retail store: students will provide one-on-one assistance to library patrons, work with library materials, and use a data-management computer system.

Library Rules:

This position will follow the same rules as the rest of Buena High School (dress code, non-discrimination and harassment, etc.). We will also be following the rules listed below:

- 1.) **Respect yourself, the library patrons, and the Buena community.**
- 2.) **Talk at appropriate times and use appropriate language/volume.**
- 3.) **Please respect the workplace environment: use the area behind the counter only when working and store your personal items in the appropriate places.**

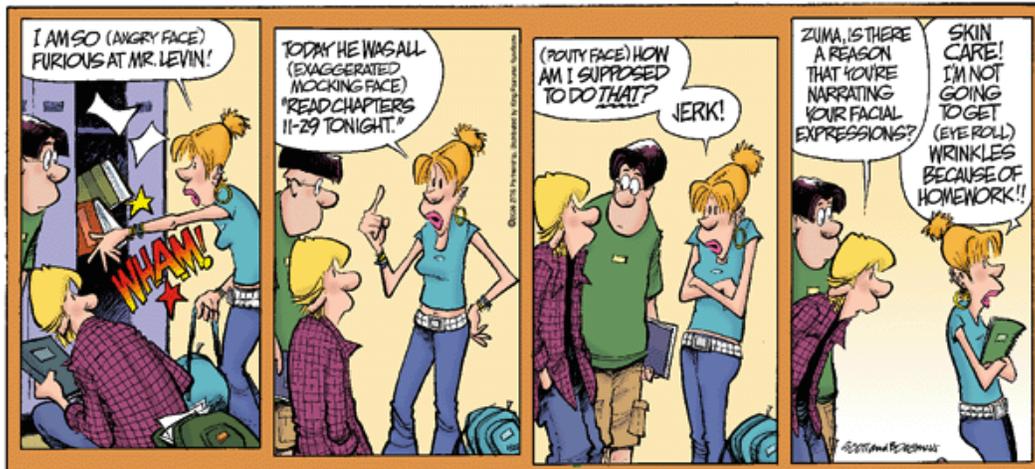
In this position, you are not just a student: you are a representative of the Buena High School Library Media Center. As such, you should do your best to maintain a sense of professionalism at all times and with all tasks performed. Any time you leave the library, please use the library hall pass; if you need to utilize the restroom, please use the student restrooms outside of the library.

Daily Tasks/Assignments:

- 1.) It will be your duty to handle the following daily tasks:
 - a.) Straightening up chairs and desks in the main section of the library.
 - b.) Delivering notices and call slips to students in other classrooms.
 - c.) Shelving textbooks in the library's storage room.
 - d.) Shelving library books in the correct Dewey Decimal system order.
 - e.) Taking out the recycling bin when it is full.
 - f.) Covering paperback books with polyvinyl covers.
 - g.) Handle money and make change for student print fees.
- 2.) Unless otherwise stated, the expectation for each day is that you will perform these duties on a daily basis. On some days, you will have work to keep you busy for the entire period; however, other days will provide you with plenty of time to do homework. Please plan accordingly.

ZITS

BY JERRY SCOTT AND JIM BORGMAN



Grades:

- 1.) Students will be graded based on the quality of their work in the library. Just showing up every day does not guarantee an “A” grade for this course, but it is attainable by every student.
- 2.) Factors that will influence your grade include the following:
 - a.) Having an excellent work attitude.
 - b.) Doing your best work on all tasks.
 - c.) Paying attention to details, double-checking for accuracy, and following up on your work.
 - d.) Being self-motivated and tackling assignments that need your attention.
 - e.) Conducting yourself with responsible behavior.

Semester Projects/Assignments:

Shelf Reading

In order to preserve the call number order of the books on the shelf, each Library Assistant will take responsibility for “shelf reading” the books in our collection to ensure that the books are in the correct call number order. Each TA will be assigned a certain section of books in the library and will be responsible for shelf reading his/her assigned section on a regular basis. Your assigned section of the library collection will be: _____.

Library Displays

In addition to the duties listed above, you will have the opportunity to create library displays over the course of the semester. These projects may include seasonal decorations for the front glass display case, signs posted around the library, the “Bookworm of the Week” posters, bookmarks, or other artistic improvements for the Library Media Center.

More details about each of the projects/assignments listed (including length, guidelines, etc.) will follow in the near future.

Library Assistant Privileges:

As a small token of appreciation, you will be offered the following privileges for your work as a Library Assistant for the Buena High School Library Media Center:

- a.) Free printing on the library printers (for you only – not your friends/family).
- b.) Exemption from late fees for late library items.

We realize that these are small gestures of appreciation, but we are grateful for all of your library work.

We look forward to a fun, enjoyable, educational, and productive semester in the library!

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✂ ✂ (Fill out, detach, and return the bottom section) ✂ ✂

Being a Library Assistant/TA is a privilege and a position that requires you to maintain a high degree of confidentiality. As a Library Assistant, you will gain work experience, as well as learn organizational and interpersonal skills. This is an excellent position to use on a resume or job application.

NOTE: Please sign up for a specially-designed Remind.com account at remind.com.

I, _____, have read and understand the syllabus for the Library Assistant (TA) position in the Buena High School Library Media Center. I agree to follow the rules outlined above and understand what is going to be expected of me this semester.

Student signature

Date

Parent/guardian signature

Date