

Name \_\_\_\_\_

Period \_\_\_\_\_

# Student Library Aides

We are pleased that you are participating in the Library Service class. Your service is valuable and your assistance in our library is important to us. With your help we will provide excellent service to our faculty, staff and student patrons. Ms. Haber and I look forward to working with you. Ms. Britton,  
Library Teacher

Please read through the following pages that include information on the **Objectives, Responsibilities, Policies, and Grading for Library Service**. If you have any questions, be sure to ask Ms. Haber or me.

## Objectives of Library Aides

Student will:

- ✓ Learn the correct procedures for circulating books and other library materials.
- ✓ Learn about the Dewey Decimal system of classification and be able to shelve books according to this system. Each Library Aide will be responsible for maintaining order of a specific section.
- ✓ Learn to use Athena, our online library catalog and assist students and staff in its use.
- ✓ Become a *knowledgeable, self-directed, information literate learner and library user*.

## Responsibilities of Library Aides

Each day student will:

- ✓ Sign in at the bulletin board behind the circulation desk.
- ✓ Place your backpack/personal items in the small AV room.
- ✓ Straighten the library: push in chairs, collect and take to the desk books and/or magazines left on the tables, throw away trash, and generally make the library an inviting place to be.
- ✓ Supervise student sign-in sheets on clipboards (computers and student use). Walk around and request students to sign in on clipboard sheets.
- ✓ Sort and re-shelve materials on the circulation carts.
- ✓ Report to Ms. Haber or Ms. Britton at the circulation desk for further assignments. *Be proactive! Ask how you can help. Remember: Sitting at a table talking to friends is unacceptable and equals a lower grade for you.*

## Library Staff Policies

You are a representative of the Soquel High School Library and you are here to provide service to our patrons. You are responsible for following all school and library rules while you are on duty. Be pleasant, courteous and helpful with all who use the library.

# Library Service Grading Period Expectations:

During the first 6-week grading period students will be competent at:

1. Signing in upon arriving at the library.
2. Check the library aides clipboard.
3. Straighten library.
4. Shelving in the Fiction and Non-fiction sections of the library.
5. Putting out new editions of magazines and file old magazine editions correctly in back room.
6. "Reading" shelves in each student's shelf area.

During the second 6-week grading period students will be competent with the above tasks and:

1. Shelve in all areas of the library including Fiction, Non-fiction, Reference and Paperbacks.
2. Complete assignments 1-6.
3. Participate in book processing as needed.
4. Choose a topic (Ms. Haber and Ms. Britton can help with this) and create a display in the library, which includes books, and a visual display.

During the third 6-week grading period students will be competent with the above tasks and:

1. Complete assignments 7-10.
2. Take final exam

# Student Aide Standards

## Work Habits

- **Good attendance is a must on any job**
  - Arrives to class on time, daily
  - Has minimal absences
- **Works independently**
  - Knows the daily routine and does it without reminders
  - Is self-motivated
  - Takes pride in work
  - Shows initiative in finding things to do when assigned tasks are complete
- **Integrity**
  - Honest in every situation
  - Truthful, can be trusted in all areas
  - Confidential when working with personal records (Never repeats information about others)
- **Accuracy**
  - Correctly files, alphabetizes, records material
- **Working with others**
  - Uses courtesy when dealing with adults or students
  - Does not socialize when on duty (during the period)

Shows respect to all adults

  - Asks questions when necessary
- **Enthusiasm for the job**
  - Willing to do any job assigned

## Business Manner

- **Appearance**
  - Follows correct Soquel High School Dress Code
  - Is neat, clean, well-groomed
- **Rules & Procedures of Department**
  - Follows all procedures
- **Representative of the Soquel High School**
  - Is polite and courteous at all times.

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**Student Signature** (means you agree to hold yourself to these standards.)

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Date signed.