

STUDENT LIBRARY AIDE

Library Monitoring Rubric - Section 2.1
Librarian Growth Rubric - Standard 14 and 15
School Library Guide - Section 6.1



PURPOSE

With today's financial problems on the educational front, library media specialist are looking for a way to soften the blow felt by budget cuts which have lead to fewer employees. Student library aide programs allow students to gain real-world skills while promoting a positive attitude toward s using the library. Since student library aides are temporary employees, library media specialists have issues such as training, scheduling, and evaluating to deal with each group of new assistants. Library media specialists can lean on the aide of previous assistants to help with the training of each new group of student library workers.

ELEMENTARY STUDENT AIDES

Generally, elementary students are not assigned to the library during the school day. There are ways to recruit them for help. Yet there are ways to recruit them for help. Start a library club that meets before school, during recesses, lunchtime, or after school. Train them; continually work with the for success. Be sure the student knows the tasks and behavioral expectations as well as the consequences upfront. Be sure to discuss the plans for student library aides with building administrator and teachers before recruitment. A letter of recommendation or an application for makes the process more "official".

SECONDARY STUDENT LIBRARY AIDES

Secondary school may have student library aides enrolled for class credit. Develop an instructional and training scope and sequence in order to assign a letter grade. An application form is appropriate, as is a written or signed recommendation from the teachers. Trained student library aides need to be capable of doing the following tasks:

- Work at circulation desk
- Shelve materials
- Process new and old books
- Maintain newspapers and magazines
- Make photocopies
- File

- Deliver materials
- Cut forms
- Maintain supplies
- Create displays
- Read and recommend titles
- Assists patrons
- Enter or confirm computer data
- Train other students

ORIENTATION PROGRAM

The Library Orientation Program will prepare students with the knowledge and tools necessary to perform assigned duties. The training will take place over the course of the semester, and completed training items will be recorded on the Training Checklist. Every student assistant will acquire many skills, which will translate to other jobs in the future. Perhaps the experience will spark an interest in pursuing a career in library and information science.

RULES AND EXPECTATIONS

Be Professional!

Privacy

Student library aides must keep information about library users private. This includes library materials checked out to students and teachers.

Student "Office" Area

An area should be created just for students and their belongings.

- No friends at the desk.
- Keep your 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

- Keep actions and speech appropriate.
- No friends behind the counter.
- Students are only allowed behind the counter during the work period.

JOB RESPONSIBILITIES BY PRIORITY

- 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 the librarian as needed.
- 2nd Priority - Printing Center is the next priority, make sure all printers are loaded with paper. Laminate all items and deliver all printer center items before the end of class.
- 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 the shelf reading. Record the time and sections on the chart.
- ASK for a new task.
- Look for ways to make the LMC a better place.

DAILY ROUTINE

1. Put away all your things in the Resource Closet.
2. Check in with Librarian for attendance.
3. Help anyone at the desk.
4. Laminate and deliver all prints.
5. Circulation Activities.
 - a. Check in all books from the book return.
 - b. Shelve all Books/Materials. You are expected to clear this cart each class period.
 - c. Shelf Read – at least once a week or 10 minutes each class period.
6. Walk Through Library
 - a. Push chairs In
 - b. Pick up trash
 - c. Reshelve any materials laying around
 - d. Last Hour Aides - Turn off any computers you can.

WEEKLY ROUTINE - YOU WILL BE ASSIGNED A DAY

- Refill paper in copier and printer.
- Replenish all desk supplies for all staff. (Sharpened Pencils, Pens, Paper Clips, Post-Its)
- Dust shelves and wipe tables.

STUDENT LIBRARY AIDE AGREEMENT

Student Library Aide Job Description

As a library aide you will:

- shelve materials
- keep materials in order on the shelves
- organize the library
- process new books and magazines
- create book displays
- help students find books
- work on special projects (book fair, reading challenge, etc.)

Library Aide Requirements

Student Library Aides are expected to be:

- friendly
- neat
- responsible
- punctual
- hard working
- professional

Benefits of Being a Library Aide

- add new skills to your resume
- know where to find the resources you need for class
- be among the first to know what new books are available

LIBRARY STUDENT AIDE TRAINING CHECKLIST

General Overview:

- Library's hours and policies explained
- Library's website and aide section
- General routine
- Rules/ expectations/ exceptions
- Student area
- Customer service

Physical Layout:

- Floor layout/ collections
- Reference area
- Biographies
- Magazines
- Professional collection
- Library reservations
- Copy machine
- Technology carts
- Laminator
- Die cut machine
- Extra supplies

Automated Library System:

- Library search
- Checking books in
- Checking books out

Library Webpage:

- How to access; what's on it
- Library databases explained

Shelving:

- How to shelve properly handout
- Dewey Decimal
- Call numbers
- How to locate books on the shelf
- How to handle/shelve books
- Shelving fiction
- Shelving nonfiction
- Shelving reference
- Shelving biographies
- Student is taught to shelf read

Equipment:

- Copier
- Computer workstation
- Scanner
- Printers
- Laminator
- Die cut machine

Technology Carts:

- How to set up carts
- How to put back computers in carts
- How to deliver carts to classes
- Connectivity troubleshooting
- Printer troubleshooting

LIBRARY STUDENT AIDE GRADING SHEET

Grading Scale

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Name: _____

Period: _____

Library Skills

Nine Weeks Grade

| | | | | |
|-----------------------------------|--|--|--|--|
| Knowledge of Dewey Decimal System | | | | |
| Shelving Books | | | | |
| Maintaining Assigned Shelves | | | | |
| Knowledge of Alphabetical Filing | | | | |
| Knowledge of Circulation System | | | | |

General Skills

| | | | | |
|---------------------------|--|--|--|--|
| Courtesy and Helpfulness | | | | |
| Finishing Work Accurately | | | | |
| Working Independently | | | | |

Final Grade

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

LIBRARY STUDENT AIDE GRADING RUBRIC

Student _____

Period _____

| Nine Weeks | 1 | 2 | 3 | 4 | |
|---------------------|---|---|---|---|---|
| Grade | | | | | A (90-100%) |
| Knowledgeable | | | | | Always shelves books correctly in all sections Always able to locate books in any section Always able to check in and out books Always able to place "holds" Always able to use OPAC Always able to help students print Always able to guide a student in a word processing |
| Service Skills | | | | | Always helpful & friendly Always honest Always respectful of supervisor & library users Always uses proper telephone manners & takes notes Always is prompt to follow supervisor's directions |
| Reliability | | | | | Always on duty promptly Always does assigned tasks Always asks before leaving library |
| Self-starter | | | | | Always starts daily tasks immediately Always does tasks to the best of ability Always asks questions |
| Attention to Detail | | | | | Always reads patron's name when checking in or out Always reads titles when checking in or out Always wears library aide nametag |
| Handling Files | | | | | Always has supervisor handle or accept money Always has supervisor change patron fines in computer |
| Conduct | | | | | |
| Work Habits | | | | | |
| Comments | | | | | |