

# Job of the Library Assistant

Thank you for your interest in the library and in becoming a library assistant. The job of library assistant is very important. The library assistant is the person who interacts with the students during class time. Library assistants need to be punctual, polite, helpful, and accurate. Please be certain that you are able to meet these requirements. Below is a list of duties that library assistants perform.

## **You will communicate with students who visit the library by doing the following:**

- Greet each student that enters the library and ask to see their library pass.
- Assist students with finding books.
- Check-out library books and textbooks to students.
- Collect fees from students.

## **Being a Library Assistant requires being organized, efficient, and conscientious. On a daily basis you will be doing the following tasks:**

- Check-in returned books.
- Shelve returns in their proper location.
- Care for your assigned section of the library.
  - Make sure that all the books in your area are in order (alphabetic or numerical).
  - Identify any books that may need repair and bring them to Mrs. Scott.
  - Check your shelves daily by facing the books (front and tight).
  - Dust your shelves on a regular basis (pull off books, wipe off dust from ENTIRE shelf, replace books).
  - Use dusting wand to remove dust from tops of books WEEKLY.
- Complete all assignments with great care– speed does not count, accuracy does.
- Participate in processing of new books and textbooks.
- Make sure that the library rules are enforced.

We need conscientious, self-motivated students to help in the library. Being a library assistant is very rewarding, and is a great opportunity for “on the job” experience. In library practice, we expect you to treat the class like you would a paying job; you are paid with your grade. There is no homework in library practice, but we do expect you to work hard when you are here. This is not a study hall. Good work ethics always pay off, in this class and in life.

## **Requirements:**

- Must have a minimum of a 2.5 GPA
- Must be trustworthy to handle confidential information and money
- Must be a motivated student with a positive attitude
- Must have 1 teacher, or other SSHS staff member, give you their recommendation.

We are looking for motivated students who have an interest in libraries and are interested in assisting their classmates. Even if all applicants are qualified for the job, there are only 2 open positions per period each semester. Priority will be given first to students who have enrolled for a full year of library practice, then

Library practice students learn about books, young adult authors, and the research process. If you would like to become a member of the library team, please complete this form and return it to Mrs. Forbes or Mrs. Scott. We will sign your application form and place you on the eligibility list.

**Teacher/Staff Recommendation:**

We are looking for responsible, self-motivated students to work in the library. Students must have good attendance and must be independent, polite, and reliable workers. Library practice students will have access to private student records and will work with money received from student fines.

Please sign below if you recommend this student for library practice.

\_\_\_\_\_ has my recommendation for library practice.  
Name of Student

\_\_\_\_\_  
Teacher/Staff Signature

\_\_\_\_\_  
Print Name of Teacher

Thank you very much.

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**Student Commitment:**

I think I would make a good library practice student because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please consider me for the job of library assistant for next year. I realize that priority will be given first to students who have enrolled for a full year of library practice, then priority goes to seniors during the 1<sup>st</sup> semester and juniors during the 2<sup>nd</sup> semester. I am interested in enrolling in library practice during the \_\_\_\_\_ fall \_\_\_\_\_ spring semester/s. I understand that I will be placed on an eligibility list for consideration.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Grade level in Fall

\_\_\_\_\_  
Librarian signature

\_\_\_\_\_  
Date form received