Student Library Assistant Application

Responsibilities

- Be on time and sign in
- Shelve fiction and non-fiction books
- Check books and magazines in and out
- Log computers in and out
- General cleaning (dust, straighten books and chairs)
- Assist patrons in locating materials
- Update library bulletin boards and displays according to staff directions
- Assist with weeding
- Other library tasks as assigned by staff

How to Become a Student Library Assistant

- Complete and turn in an application with references (see below)
- Learn the Dewey Decimal Library Classification System (training provided by staff)

Thank you for applying for a library assistant position at Rustburg Middle School!

Student Library Assistant Application

All information on the application must be completed. The application must be signed and dated by a parent/guardian.

Student name: _____ Grade: _____

Homeroom: _____ Date: _____

3 Adjectives that describe you: _____

Previous library experience: _____ 1st-5th grade _____ 6th grade _____ 7th grade
(Check all that apply to you.)

Why do you want to be a library assistant? _____

_____

_____

I am available to work in the library during this time: _____

Parent Permission:
My son/daughter, _____has permission to work in the RMS Library as a student Library assistant.
Signature: _____ Date: _____

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Signature: _____ Date: _____