

STUDENT LIBRARY AIDES

Two library aides are selected for each period.

Selection Criteria

Schedule: Daily study hall both semesters preferred

Attendance: Five or fewer days

Grades: C or better average

Experience: Previous office worker or library aide

Expectations

Prompt and regular attendance

Perform duties without constant reminders

Respectful attitude toward students and staff

Quiet and studying when not performing library duties

Use circulation desk computer for library attendance and circulation only

Do not use circulation desk computer for games, personal communications, or school work

Do not share library computer passwords with other students

Ask permission and take hall pass when leaving the library for any reason: locker, restroom, office

Desk must be attended by one library aide at all times

Maintain passing grades in all subjects

 Probation for failing midterm grade

 Dismissal for failing quarter grade

Community Service Credit

Community service credit of .25 per semester will be awarded to library aides who perform satisfactorily and who submit a one-page typed essay about their library work experience.

LIBRARY AIDE DUTIES

Attendance

- Verify Google Sheet attendance input by teachers with names written by students from study halls on paper sign-in sheet by typing an “x” next to each student present.
- File per sign-in sheet in appropriate period folder.
- Check for the list of substitute study hall teachers. They will not be able to access the Google Library Attendance Sheet, so library aides must:
 - Enter student names from those rooms
 - Copy the sign-in sheet and take it to the study hall substitute(s).

Circulation

- Check in, check out, and renew library items for students and teachers
- Library aides do not have access to the Pay Bills module. If a student comes in to pay a fine:
 - Direct him/her to the librarian to pay the fine.
 - If the librarian is not present, collect the fine, write down the student’s name and amount paid, and put the money and note on the librarian’s office desk.

Shelving

Check the shelving cart daily and properly shelf books in the assigned section.

Processing magazines (see processing procedures)

Bulletin Boards and Posters (as assigned by librarian)

Errands (as assigned by librarian)

Special Duties:

PERIOD 1

Log in to Workflows Circulation

Set date due stamp

Monday: Pull previous week’s attendance lists

PERIOD 7

Put away newspaper on bottom shelf

Log off and shut down circulation desk computer

Period	Student Aide 1	Student Aide 2
1		
2		
3		
4		
5		
6		
7		
8		