

## **Library Media Student Assistant Syllabus/Course Guide**

### **Course Description**

Library Science is a unique service learning experience where students will be working to meet the instructional needs of teachers and students, as well as learning about the functions and organization of the library. As student library assistants, students will learn to help others; work at the circulation desk; use the online catalog, Internet, and online databases; troubleshoot technology; shelve books; write book reviews; and numerous other tasks involved in helping the school library run efficiently. Library Science is a work experience class which allows you to practice skills employers look for; responsibility, dependability, initiative, and attention to detail are stressed in this course, as well as communication and organization skills.

### **Attendance Expectations**

- Daily attendance
- Arrive each day on time

### **Behavioral/Attitude Expectations**

- Positive attitude
- Comply with school cell phone policy throughout class time
- Be responsible
- Understand that this is a job that affects many people
- Follow privacy laws
- Attention to detail
- Problem-solve
- Follow directions and work independently within those directions
- Show initiative - ask how you can help
- Be creative, but understand some library work is very repetitive
- Communicate if you will be absent, need help, do not like a certain task, etc.

### **Assignments/Tasks**

- Check in (return) books through Destiny Library Manager
- Check out books through Destiny Library Manager
- Reshelve books in the proper place (you must understand how library books are organized by genre and have a good grasp of ABC order, and pay close attention to detail).
- Assist in recommending new books to order for the library, help to process and market new materials.
- Move books to new locations.
- Check shelves to make sure that books are in order (shelf reading).
- Assist with displays and decorating.
- Dispose of removed/weeded books process
- Assist with overdue notices.
- Run errands.
- Keep library neat and clean.
- Other tasks as assigned.

Note, Library Media Assistant is not a study hall. There will be times where you can have time to work on your school work, but Library duties will always come first. You will be evaluated based on your effort in completing assigned tasks and the attitude you have towards your work.

**Book Reviews**

- Students will be expected to **read a minimum of 4 books** during the course of the semester so they can provide authentic book reviews and promotional materials to our patrons. Each book should be chosen from a different genre (Nonfiction, Fantasy, Graphic Novel, Biography, etc.).

**Library Assistant Evaluation per Quarter + Final exam at end of semester (worth 25 points)**

Possible Points	Category
_____/10	Attitude/Behavior Expectations (weekly)
_____/20	Task Completion with care and accuracy (weekly)
_____/20	Book reviews (2 per quarter)

**Library Privacy Issues**

The American Library Association policy on privacy is that all people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. When users recognize or fear that their privacy or confidentiality is compromised, true freedom of inquiry no longer exists. If students are afraid that they will not have privacy, they will stop using the library.

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>

- It is very important that student assistants do NOT comment on the books that other students are checking out or returning. Do not comment on content, title, nor reading level.
- Also, do not tell friends or other students what another student borrowed from the library.
- If a student is looking for a certain book, it is not appropriate to look up the book and tell the student the name of another student who has the book checked out.
- Library Assistants are entrusted with student data found in Destiny. You may not tell others this information or use it for any other purpose than book check in and check out.
- Many confidential conversations happen in the library - never repeat what you hear or who you see (unless , of course, you overhear something dangerous - and then of course, report that!).
- Failure to follow privacy guidelines may result in (1) a failing grade, (2) removal from the Library Assistant position, (3) referral to administration and possible disciplinary action.

By signing this document, I understand the expectations of a Library Media Assistant and I agree to follow the privacy guidelines.

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Student name

\_\_\_\_\_

Date