



Denmark High School Library Aide Application

Name: _____ ID: _____ Grade: 11th or 12th (circle one)
Phone: _____ E-Mail: _____

Please list your reason(s) for wanting to be a library aide.

Do you possess any skills that would be helpful in this position? If so, list.

What do you LOVE about reading? What is the most recent book you have read, and when did you read it? What is your favorite book?

Please list two DHS teachers as a reference (see attached recommendation forms)

1. _____
2. _____

Job Description

- Effective communication with students and DHS staff
- Organizational and problem-solving skills
- Computer skills - utilize library circulation/catalog system
- Alphabetizing and numerical sequencing (Dewey Decimal 😊)
- Marketing - creating digital book promotions on canva, book display ideas and execution, and event planning assistance

Expectations

- Read at least one book per semester
- Complete daily duties - shelving, organizing, deliveries, book circulations
- Take initiative to monitor the media center space and promote the media center programming
- Respect the privacy and confidentiality of any student information you see or hear (for example, a student's ID number, book circulation, etc).

● **APPLICATIONS DUE: Jan. 30, 2026 to Ms. Griffin in the Media Center.**

If selected for an office aide position I, _____, agree to adhere to the responsibilities and expectations mentioned above.

Student signature

Date

TEACHER REFERENCE FORM

Library Aide



Student name: _____

Teacher name: _____ Subject: _____

The student listed above is applying for acceptance into the Library Aide Program for the 2026-2027 school year. Please evaluate the abilities of this applicant. Library aides work in an office setting greeting and helping visitors, promoting reading a book circulation, and assisting the media specialist, so we are looking for responsible juniors and seniors. Please complete the form and put it in my mailbox by **Friday, Jan. 30, 2026.**

Thank you,

Jessie Griffin
Media Specialist

	<u>LOW</u>			<u>HIGH</u>	
Takes Initiative	1	2	3	4	5
Attitude	1	2	3	4	5
Acceptance of Responsibility	1	2	3	4	5
Peer Relationships	1	2	3	4	5
Achievement/Aptitude	1	2	3	4	5
Participation in Class	1	2	3	4	5
Punctuality in meeting deadlines	1	2	3	4	5
Ability to follow expectations	1	2	3	4	5
Overall Assessment of student	1	2	3	4	5

Comments: _____

Would you recommend this student as a Denmark Library Aide? Yes or No

If you answered no, please explain why? _____

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Library Aide



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