

PPMS Library Aide Parent Letter

Dear Parent or Guardian,

Your child has shown an interest in becoming a library media center aide. Library aides will be expected to assist the library staff in daily tasks such as managing the circulation desk, shelving books, keeping book shelves in order, running errands, and communicating with and helping manage students and faculty coming to use the media center. They will also be expected to assist other students in using technology such as computers, printers, and scanners. They will have the opportunity to participate in other organizational and management tasks.

Only 7th and 8th grade students are eligible to be library media aides for a semester-long elective. We will be looking for students who are trustworthy, dependable, courteous, and show initiative. Library aides must be comfortable working with people and using technology. They must be willing to follow directions and stay focused on the duties they are assigned. Library media aides that choose this as their elective class have valuable learning experiences that include research and technology and they gain informational, organizational and management skills. They will need to exhibit excellence in character and in performing their duties. **They will be graded on their performance of daily tasks and on keeping their assigned bookshelves in proper order.**

In selecting library media aides, I will look at their application, teacher recommendations, academic performance, attendance, and discipline records. Your child must complete the application form by April 22nd to be considered. If you have any questions, please feel free to contact me at awallace@pelhamcityschools.org.

Thank you,

April Wallace
Library Media Specialist
Pelham Park Middle School