**Library Assistant Instruction Sheet and Contract**

The function of a library assistant is to help maintain and run the library. You are expected to:

1. Know the history of libraries (do the assignments) as well as the history of NDHS.
2. Greet students and staff politely as they enter the library.
3. Monitor the desk, checking students in and out as needed.
4. Ask students to show passes and sign in on clipboard.
5. Explain payment process to students with lost books (do NOT take money!)
6. Help students login and/or print if needed.
7. Politely help others as requested.
8. Shelve books correctly or shelf-read assigned shelves.
9. Perform other duties as assigned.
10. **Maintain the confidentiality of our patrons (students and faculty).**
11. Always ask Ms. Moore for help when unsure of what to do. We’d rather you ask for clarification than do something wrong.

**Contract**

1. I will be punctual and perform the above duties to the best of my ability.
2. When sent outside of the library, I will run my errand and return promptly.
3. I will wear my library assistant badge during my library period.
4. **All information I hear or see will be considered confidential.**
5. I will maintain passing grades in all of my classes.
6. I will follow school and district student policies and try to be a good example to others. – this includes dress code and wearing school id.
7. I understand that if I break this contract and/or do not fulfill the duties required of me, I will be removed from the position.

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c: T. Ellis, Assistant Principal