**Student Library Assistant Handbook**

North Dallas High School

2017-2018

You will soon find that a great deal of work goes on behind the scenes to keep the library running smoothly. That work cannot be done without the help of library assistants. YOU are a critical valuable member of the library – you are basically now library staff. The skills you learn here will help you find work in a library or as a clerk in an office – you can use this as work experience on your resume.

1. **Expectations**

* Privacy- please keep the information you learn about others private as per privacy agreement you signed. This includes library materials checked out to others and personal information contained in circulation software.
* Circulation Desk- You are being trusted to be a professional.
* Professional behavior and at the desk and in the library is very important. Please set an example to other students with your behavior.
* No friends behind the counter. Socializing with friends should be kept to a minimum.
* Wear your library ID while you are on duty.
* Silence cell phones. Do not use CELL PHONES or EARBUDS without prior permission.
* Ask before leaving the library for RR or to run a personal errand.

B. **Priorities –**

1. CUSTOMER SERVICE! Greet students and faculty as they come in the door. If a student or staff member needs help, make sure stop whatever clerical task you are doing and take care of the student or staff member first! If you cannot help them, refer them to Ms. Moore
2. Circulation – Check in all returned books and, once given approval to do so, shelve the books on the cart.
3. Walk through the library and push in chairs, straighten shelves, pick up trash and collect any found books (check those in as “in house use” before putting on shelving cart). Also check the Library Conference room. In short, make the library a clean, welcoming place.

C. **Grades - TBA**

**After your tasks/duties are complete, you may study or read. Library business must come first! If, however, you have an exceptional circumstance (e.g., major test), just ask Ms. Moore.**

**Job Description**

**Basic Library Duties**

* Work at the circulation desk; check books in and out
* Shelve books
* Read shelves
* Assist with inventory
* Print and sort overdue notices
* Unpack and process new books.
* Assist with collection maintenance.
* Monitor sign in sheets and/or passes.
* Help with special projects and mail.

**Errands**

* Deliver items to classrooms and offices
* Deliver overdue and other notices
* Hang signs and/or promotions throughout school

**Library Atmosphere**

* Create book displays for special events/features/celebrations
* Decorate bulletin boards
* Create book trailers, create “How to use” videos
* Create signs to identify library areas
* Basic straightening of library (chairs, computer areas, project table, etc)
* Light cleaning, e.g., dusting, picking up trash, etc.

**Clerical Tasks**

* Laminating
* Sorting
* Answering phone calls
* Typing/word processing
* Enter information into spreadsheets

**Curricular**

* Read new titles
* Advocate library use within school community
* Provide input and suggestions regarding future title purchases
* Train library users about catalo use, Dewey Decimal system, and/or using databases

**Other Duties as Assigned**