

August 2009

Welcome to the library!

As a library aide, you are an important person who helps with the operation of the Iola High School Library Program. If you have questions or concerns anytime, please ask Mrs. Kipp.

You must follow the same library rules as other students.

1. No food or drink is allowed in the library.
2. Loud talking is not allowed.
3. Show respect to others.

Plus, if you need to leave the library for the restroom, a drink, or another reason, always get permission from Mrs. Kipp.

Because you will not be busy with library tasks the entire block, please bring class work or something to read. In case you need to make up a test or want help with an assignment during library aide time, please have the teacher sign your planner ahead of time. You will need to remain in the main part of the library or in the workroom – no hanging out in the Commons. You are welcome to use any of the library resources. However, if a class is scheduled to use the computers in the library, you may not have access to a computer.

All library aides will wear ID tags while in the library or running errands for the library or office.

Following is a list of some of the tasks you may do as a library aide.

- ❖ Check in and out library materials
- ❖ Shelve library materials
- ❖ File magazines
- ❖ Make copies
- ❖ Assemble and staple copies
- ❖ Trim laminated items
- ❖ Deliver equipment and materials to classrooms
- ❖ Pick up equipment from classrooms
- ❖ Run errands to the District Office, Iola Public Library, or the Iola Middle School
- ❖ Help with the discard of old materials
- ❖ Do research

You may also do other tasks as the need arises.

Library Aide is worth $\frac{1}{4}$ credit each semester. Your grade will be determined by daily participation points and grades for special projects.

Daily participation points: 5 points maximum

5 points Follow library and school rules, perform assigned library tasks, and have class materials or a library book for study time.

4 points Meet 2 of the 3 above criteria.

3 points Meet 1 of the 3 above criteria.

0 points None of the 3 criteria have been met.

Absences are not figured in the student's grade, but attendance is important.

Special projects include but are not limited to career investigations, college exploration, and ACT preparation.