



Name _____ DATE _____

A Library Aide’s responsibility is to ensure the library functions well by doing the following:

1. Check-in books and place them on the cart in correct order.
2. Shelf books off the cart for your assigned area.
3. Read the shelves in your assigned area in an organized, structured and sequential way so that all shelves are read every week with a minimum of 2 shelves each day.
4. Remain near the computer to assist students with check-out and check-in of their books.
5. Model appropriate library behavior while you are on and off duty in the library. I.E. polite, helpful, appropriate digital citizenship, appropriate handling of technology, appropriate behavior, etc.
6. Assist the library staff and library patrons: circulation, coffee bar, makerspace, etc.
7. Read a book or do your homework upon completion of your regular duties.
8. Remember that CIRCULATION COMPUTERS ARE NOT TOYS – only to be used for library business.
9. Do not use the Internet outside of your duties unless permission has been granted.
10. Patron data is private. Only access when conducting circulation, and do not share information with anyone but patron including circulations, etc.
11. Only aides and staff may access/work circulation desk, coffee bar, office, etc. unless granted permission by librarian.
12. Take PRIDE in your work and keep the library areas neat.

Grading: Students will daily document the work that they complete, and numeric grades will be earned based on performance.

- “A” performs all tasks well, has an excellent positive attitude, is self-directed, capable of critical thinking to solve problems and is not absent often
- “B” performs all tasks well, has a good attitude, needs occasional reminders and assistance with problems and is not absent often.
- “C” performs all tasks adequately, has a fair attitude, needs reminders to stay on task and has a decent attendance record.
- “D” performs basic tasks poorly, has a poor attitude, needs reminders to stay on task and has a poor attendance record.
- “F” requires the Library Staff’s attention so frequently that he or she interferes with the running of the library.

Please sign below to indicate you understand and agree to the above working conditions.

Student Aide Signature _____ **Date** _____

Please have your parents sign to indicate they are aware of what is expected of library student aides and return to the library.

Parent Signature _____ **Date** _____