

Moore High School Library Science

Syllabus and Course Expectations

Media Specialists: Ms. Haskins and Danny Sanders

Media Assistant: Mrs. Poorman

Library Science is a one-semester class, earning one-half of a credit for graduation. The class may be taken for two-semesters. You will be expected to be on time, ready to work, and properly dressed (including ID) when arriving for class. Assignments will be posted on Canvas, so students must log in to Canvas daily.

Course Objectives:

The Library Science Student/Student Aide will be able to:

- Identify and recognize rules relating to the policies and procedures used to operate the Media Center.
- Investigate, develop, locate, and evaluate information sources.
- Recognize, validate, and organize ideas and resources, and be able to cite their appropriate sources.
- Identify, compare, and recommend quality literature for informational and recreational reading for others.
- Communicate verbally and in writing problem-solving solutions needed to access and solve complex reference resources and information needed by staff, faculty, and students.

Assignments:

The Library Science Student/Student Aide should always try to be cheerful, welcoming, helpful, and accommodating in assisting teachers and students alike in finding and using library materials and equipment. You are expected to practice good customer service techniques.

- The Library Science Student/Student Aide will be required to read a different book each quarter and complete a related assignment over that book.
- Each student will be assigned shelf areas and will be personally responsible for the appearance and proper shelving of materials in those areas of the library.
- Each student will be responsible for checking in and out materials correctly and consistently.
- There will be regular weekly assignments that will reinforce general skills useful in the workplace, college, and adult life, research skills, creative skills, and operational skills required to operate the library.
- Other duties will include anything else needed for the operation of the media center.

Grading:

Grading is based on total points accumulated throughout the semester in the following areas:

- Daily Assignments (Participation, Projects, Cooperation, etc.) = 45% of final grade.
- Shelf Grade = 45% of final grade.

- Semester Test = 10% of final grade.

Quarterly Book Project:

Library Science Student/Student Aide will be required to read one book per quarter for a total of two per semester. These need to be books that you check out from the MHS Library, with a copyright date no earlier than 2014. We will check our circulation records. Students will be required to complete a related project for each book.

Canvas Assignments:

Library Science Student/Student Aide will be expected to complete various Canvas lessons by logging in to Canvas daily to check for assignments or instruction for that day. It is imperative that you complete your work in a timely manner. Late assignments will be reflected in the final grade. Zeroes will be given if you fail to complete your assignments. If you are absent, you will need to make up any assignments that you missed while you were gone.

Shelf Grade:

Library Science Student/Student Aide will be assigned shelf areas. He or she will be personally responsible for the appearance and the proper shelving of all materials in that area on a daily basis. Periodically, a shelf check will be done. In most cases, students will be given an opportunity to thoroughly check their shelves and correct mistakes in their area prior to the announced shelf check. If students become lax in their shelving of books, unannounced shelf checks will be graded.

Participation:

Other factors affecting your final grade will include:

- Wearing your ID at all times.
- Keeping up with your shelving duties.
- Displaying a positive attitude to other students, teachers, visitors, and staff.
- Completing all tasks assigned to you for the hour.

Semester Test:

A semester test will be given on the assigned days at the end of the semester. The semester test will include questions about the daily operation of the library, shelving procedures, and any other assignments from this class. A review guide will be available one week prior to the test.

Being a Library Science Student/Student Aide is very important to the efficient operation of the Moore High School Media Center. How you present yourself reflects on us and the operation of the Media Center. We count on you to be professional in your behavior and appearance.

We look forward to a great semester with you!