Student Library Assistant Syllabus 2017

Monique Gillis

Student Library Assistants (SLAs) are enrolled in a service learning experience, and their efforts contribute significantly to the school library media program. As student library assistants, students learn to assist and direct patrons; work at the circulation desk; use the online catalog, Internet, and online databases; troubleshoot technology; shelve books; write book reviews; and numerous other tasks involved in efficient school library operation.

Expectations

After the first week of school, SLAs are expected to perform, at a high level of competency, their assigned duties daily. These include, but may not be limited to:

* Assisting patrons – both students and teachers
* Checking books and other materials in and out
* Stocking the shelving cart and shelving books in assigned sections
* Additional duties specific to the class period (these will be clearly explained during the first weeks of school)

Attendance

SLA’s are expected to be in class on time each day. The school tardy and absence policies will be followed.

Grading

Grades will be calculated according to the following formula:

|  |  |  |
| --- | --- | --- |
| Evaluation 25% | Class work 35% | Projects 35% |

SLAs have plenty of time to complete their work in class, and all major due dates are noted at the beginning of the semester (and are online as well). There is no reason not to earn a good grade!

***Evaluation*** – Each week, each SLA will be evaluated on reliability, quality of work, initiative, attitude, and cooperation. Points may be deducted for undesirable qualities such as (but not limited to) excessive talking, leaving without permission, being too loud, eating, or texting. If an SLA is absent often, this will also negatively impact their evaluation grade. Evaluations will be distributed on the Monday following the evaluative week.

***Class work*** – Throughout the semester you will have certain activities and assignments that fall into this category. They range from blogging to library scavenger hunts to returning progress reports. Specific directions will be given regarding each class work assignment. One of the biggest components of class work grades is maintaining shelving sections.

***Shelving*** – Each SLA has an assigned set of shelves to maintain. Shelves may be graded at any time, and should always be neat and in good order. Grades will be calculated based on whether the books are in correct Dewey order, and neat. SLAs must check the library book drop, the shelf behind the circulation desk, and the shelving cart daily to ensure that all materials are shelved. When shelves are graded, if there are materials in any of those locations, 2 points are deducted for each item that was not shelved. If students are absent the day that shelves are graded, they are still held accountable for the condition of their assigned shelves. It is crucial that materials are consistently and correctly shelved so that students and teachers can find materials they need. In addition to maintaining assigned Fiction and Non-Fiction shelves, all SLAs will help keep the Picture book, Short Story Collection, Reference section, and AV section in good order.

***Projects*** – Throughout the semester, SLAs will have a variety of projects to work on, all of which may be completed during class time. Each book activity, bulletin board, or other assignment will be graded according to a rubric or other manner based on prescribed criteria. The SLA will be given a rubric and/or criteria at the time he/she is given the assignment.

Assignments

***About Me – Project***

The first two weeks of the semester we will do a lot of introductory work. Each SLA should create a project that incorporates some form of technology to share with Ms. Gillis, other SLAs, and perhaps the teaching staff – this will help me help you be successful, and it will help me know who you are and what you are most interested in learning. All careers create, curate and share information – information technology skills can help you be successful the rest of your life! The About Me Project can be a Prezi, a PPT, a video, a ThingLink, a pamphlet, a podcast – your imagination and creativity are the limit! **This is due Friday, February 3.**

***Book projects*** – Throughout the semester, each SLA will read and complete an activity on four books from the Williams Library: one Fiction (F), one Non-Fiction (NF), one Graphic Novel (GN), and one book of choice. The due dates for book projects are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Book Project** | **Type of Book** | **Checked out by** | **Activity due by** |
| 1 | Fiction | January 30 | February 20 |
| 2 | Non-fiction | February 27 | March 27 |
| 3 | Graphic-novel or e-book | March 24 | April 17 |
| 4 | Choice | April 24 | May 22 |

Each project should be turned in on or before the due date. All assignments may be submitted in Google or printed. Do not worry; you will have plenty of time to do your project during class, if you manage your time wisely! All assignments should be grammatically correct – be sure to proofread! ☺ If you have a great idea for a project, be sure to have it approved prior to turning it in.

***Bulletin Boards*** – The SLAs are responsible for helping maintain the bulletin board located in the stairwell outside the library, as well as the bulletin board right inside the library door. We may assist with other boards around the school as needed.

Students in each block will work together to remove the old bulletin board, create and execute a new bulletin board. The bulletin board should be seasonal or otherwise appropriate for the time. Working with classmates, each block should choose a theme or other unifying idea to create a quality board. The due dates for bulletin boards are as follows **All boards should be installed no later than the 5th day of the month. The due dates for bulletin boards are as follows:**

**February 5 March 5 April 5 May 5**

***Author Project*** – Working independently, students will choose two authors, research their life, create an engaging visual and pull works by the author. All of this will be used to create displays in the library. Each student should select a different author – no one can do an author that someone else has already done. Authors may be chosen on a first-come first serve basis. Author displays are due 1 per 9 weeks, and should be turned in no later than the following dates:

**1st 9 weeks: February 13 2nd 9 weeks: May 15**

***Marketing Your Shelves: Wordles & QR Codes –*** SLAs should market their shelves - create a simple Wordle or QR code to help draw attention to books and authors in their Fiction and/or Non-Fiction shelf sections. Wordles & QR codes will be used for display. Marketing projects begin February 1. **They are due the last Friday of the month**. **There should be 16 total –from Feb. 3-May 31**. Feburary: 4; March: 5; April 3; May: 4.

***Digital Portfolio*** – This semester, each SLA will be required to create a Digital Portfolio in Google Drive. The portfolio should be shared with Ms. Gillis, and will count as a Project grade. The Portfolio should contain the following: About Me project; all 4 book projects; a photograph of the bulletin board the student helped put together; Author Information/photograph of Author Display; any other library/media information/work the SLA feels would be pertinent. **Due date: create and share with Gillis by January 31** – add each assignment on its appropriate due date. Final, **complete portfolio due on exam date. The Portfolio will count as a project grade.**

Final Exam

Yes, SLAs do have a final exam, but it is not painful! The final exam draws upon skills and knowledge that SLAs develop throughout the semester, with the remainder of the exam grade coming from a final shelf grade. It is important to keep your shelves in good order! If you are a senior, in order to be exempt from the final you must have an A each of the 9 weeks.

Odds and Ends

I am excited to have you this semester – SLAs are a big help to keeping the Library going! I hope that you enjoy your time as an SLA, and that you learn helpful skills that you can use in the future. If you have questions about assignments or tasks, please feel free to ask. If you have good ideas about projects or how to make the library more accessible for students and staff, let me know! ☺



One of the most important aspects of library service is respecting patron privacy. The Library Bill of Rights explains more about why it important to honor patron privacy. To that end, please sign and return the following privacy statement ***no later than Friday, January 27th.***

I understand that I will not discuss personal information regarding other students.

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Name Date