

# Library Media Assistant Manual

## Butner-Stem Middle School

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*Everything you need to know to be the best library media assistant ever.*

Welcome to the BSMS Media Center! Library Media is an Encore, or elective, course. You should think of this class as an internship or a volunteer experience. You will learn what kind of work happens in a library. You will be responsible for keeping the library running. By the time you are done with this class, you will have a good experience you could put on a resume to help you when applying to be a media assistant in high school, a volunteer at the public library, or for a job at the public library when you are 16.

### Teacher Contact Information

Kimberly Hirsh, school librarian [hirshk@gcs.k12.nc.us](mailto:hirshk@gcs.k12.nc.us)

Janet Hawley, library assistant [hawleyjd@gcs.k12.nc.us](mailto:hawleyjd@gcs.k12.nc.us)

### Course Objectives/Goals:

#### Information Skills Goals

The student library media assistant will:

- experience and appreciate a wide variety of reading, listening, and viewing resources.
- identify and apply strategies to access evaluate, use, and communicate information for learning, decision-making, and problem-solving.

#### Computer Skills Goals

The student library media assistant will:

- understand important issues of a technology-based society and will exhibit ethical behavior in the use of technology.
- demonstrate knowledge and skills in the use of technology that supports the media program.
- use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

### Schedule

There are some basic responsibilities that each library media assistant must carry out.

Each week, you will be “on desk” at least one day. (Depending on the size of your class, it may be more than one day.) When you are on desk, you will help students and teachers check books in and out and find library materials. Two people will be on desk at a time.

When you are not on desk, you will be responsible for the maintenance of the library. This includes shelving returned books, making sure the shelves are in good order, and keeping the library clean.

The schedule telling you who is on desk will be posted on the window to Ms. Hirsh and Ms. Hawley’s office. It will also be on our wiki at <http://bsmsmediaspring12.wikispaces.com>.

## Behavioral Expectations

As a library media assistant, you are expected to set an example of appropriate library behavior. This means you must uphold the expectations for everyone in the library:

1. BE RESPONSIBLE. This means treating books well and returning materials on time.
2. BE RESPECTFUL. This means speaking respectfully to students and teachers and using a voice that is no louder than half classroom level.
3. BE KIND. This means being considerate of others and moving carefully in the library space to avoid injury.

In addition, you should demonstrate the following behaviors:

- Arrive in the library on time. Ms. Hirsh and Ms. Hawley depend upon your help to keep the library running. If you are late, you must have a pass or your agenda signed by a teacher.
- If a student or teacher asks a question you cannot answer, refer them to Ms. Hirsh or Ms. Hawley.
- If the circulation system displays an error message for a student or teacher, refer them to Ms. Hirsh or Ms. Hawley.
- Be courteous and pleasant at all times.
- Unnecessary conversation distracts students and teachers from their tasks in the library. Please avoid it.
- Socializing with friends who are visiting the library alone or with a class distracts both you and your friends from your assigned tasks. Please avoid it.
- You should follow all instructions from Ms. Hirsh, Ms. Hawley, and any substitutes working in their place.
- Please do not give instructions to other students. If you feel a student needs to be guided to appropriate behavior, tell Ms. Hirsh or Ms. Hawley.

## Evaluation

You will be graded based on daily logs of your work, shelf checks to determine how well you are caring for your assigned shelves, your participation in daily tasks and when you are on desk, and your performance on assigned projects.

Daily logs and participation count as minor assignments. They will be graded weekly. Shelf checks and projects count as major assignments. There will be at least four major assignments each quarter.

Minor assignments are 40% of your grade.

Major assignments are 60% of your grade.

## Guidelines for Shelving Books

Ms. Hirsh will train you in how to shelve books. Once she has trained you and is sure you have a good understanding of how to do it, you will be expected to shelve books with minimal supervision. If you aren't sure about how to shelve something, ask for help. Keep asking until you understand. Keep the following guidelines in mind:

1. Books are fascinating. While you are shelving books, you might come across some you would like to read. Please set these aside to check out to yourself after you are done caring for your shelves, rather than reading them when you are supposed to be shelving.
2. Carry your books from the cart to your section of the library.
3. Set your books down next to you as you work.
4. For each book you shelve, check to make sure the books immediately to the left and right of it are in the correct place.
5. Pick up any books left lying on the floor or on top of the shelves.
6. Reshelve any books you find that are out of order and belong in your section.
7. Make a stack of books that are out of order and do not belong in your section.

8. Straighten up the shelf as you go and pull books to the edge of the shelf.
9. Push bookends into place.
10. If the shelf is overcrowded, shift books from one end of it either to the previous shelf or the next shelf.  
(Make sure these books are still in the correct order.)
11. Bring the books that did not belong in your section to the shelving cart.
12. Bring damaged or wrongly labeled items to Ms. Hirsh or Ms. Hawley.

## Putting Books in Order

Books are arranged on the shelves from left to right and top to bottom.

### Fiction

Fiction books are arranged in alphabetical order by the author's last name. Specifically, here's how to put them in order.

1. Look at the spine label. All of the books with the same 3 letters under "F" or "FIC" or "PBF" on the spine label should be together.
2. Find the author's name. All books by the same author should be together.
3. Author's last names should be in alphabetical order, so for example all books by an author named "Smith" would come before all books by an author named "Smitty."
4. If two authors have the same last name, then put them in alphabetical order by first name. Books by Chris Smith would come before books by Tiffany Smith.
5. Put the books by the same author in alphabetical order by title.
6. When you are putting books in alphabetical order by title, ignore "A," "An," and "The." For example, a book called "The Pushcart War" would be shelved with books that start with P, not books that start with T.

### Non-Fiction

Non-fiction books are arranged in numerical order by their Dewey Decimal number, then by the first three letters of the author's last name. The Dewey Decimal system is a classification system that makes sure books about the same subject are grouped together. Dewey Decimal numbers work just like real numbers, so 512.345 would come between 512 and 512.4.

1. Look at the spine label. All books with the same number on the spine label should be together. Be careful to check the whole number. Some numbers are long and will wrap all the way around to the front of the book.
2. Books with the same number should be put in order according to the 3 letters on the spine label that come after the number. All books with the same number and letter combination on the label should be together.
3. Find the author's name. All books by the same author should be together.
4. Author's last names should be in alphabetical order, so for example all books by an author named "Smith" would come before all books by an author named "Smitty."
5. Put the books by the same author in alphabetical order by title.

When you are putting books in alphabetical order by title, ignore "A," "An," and "The." For example, a book called "The King Cobra" would be shelved with books that start with K, not books that start with T.

## Shelfreading Guidelines

**Shelfreading means going through a shelf very carefully to make sure every single book is in its right place, the shelf is clean, all books are pushed forward to the edge of the shelf, and bookends are pushed in so that all books are upright. Each day you must choose one of your shelves to shelfread. Look at your shelves and shelfread whichever one looks like it is in the worst shape.**

1. Touch each book and read its spine label to make sure it is in the right place.
2. If the book is dirty, damaged, missing a label, or in the wrong place pull it off the shelves.

3. If it is in the wrong place but belongs on your shelves, shelve the book correctly.
4. When you are done, move your books to the left and push in the bookend.
5. Keep an eye on the clock. If it has been thirty minutes and you are not done shelfreading, stop and come back to it the next day.
6. When you are done, add your name, the date, and the call number range for the shelf you took care of to your shelfreading log on the wiki.

## **End of Class Procedures**

On days when you are not on desk, do these tasks in the last few minutes of class.

1. Pick up any books that have been left on floors, tables, or on top of the shelves.
2. Check the area near computers and the computer lab for books. Pick up any books left here.
3. Check the green cart for any books left there.
4. If any of these books belong in your section, shelve them. If they do not, put them on the reshelving cart.
5. Straighten materials on shelves by pushing in bookends.
6. Straighten the magazine area.
7. Pick up all trash.
8. Clear off tables and push in chairs.