



Jesse Wharton Media Center  
Student Assistant Handbook

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## Orientation

Welcome to the Media Center. You have been selected to be a media center assistant. The following information will help you do your job.

### **Do's**

- Be responsible
- Arrive on time
- Let Mrs. Brannon know when you will not be here as soon as you know even if mom needs to call or email if you are going to be absent
- Always be polite, positive, and willing to help others
- Always do your best
- Always have a professional attitude
- Always respect other people's privacy
- Always try to leave the library better than the way it was when you arrived
- Always ask if you are not sure
- Have a good understanding of where things are in the library. If you aren't sure, try the computer search first then ask Mrs. Brannon
- Finish what you started. If you must leave something unfinished, let Mrs. Brannon know.
- Always tell Mrs. Brannon when you are leaving the library.

## Library Hours

The library is open for “Open Check-Out” from 7:20 am – 7:45 am and 1:55 pm – 2:15 pm every day.

## Library Policies

The library has policies or rules for students. These include:

- walking feet
- whisper voices
- using a shelf marker
- being respectful of others and the library materials

## Student Assistant Area

Student assistants do not really have an “area.” Student assistants should work on their assigned daily tasks wherever that may be. Morning student assistants should not bring personal items to the library when they come. Morning assistants should report to their homeroom and leave their belongings there. Afternoon assistants will be dismissed from school for the day from the library and should bring their stuff to go home with them. These items should be placed neatly against the wall beneath the fire extinguisher by the door.

## Student Assistant Rules and Expectations

- Privacy

Please keep the information you learn about others private. This includes materials checked out to others should not be told to anyone.

- Office area

Students should not be in the office unless talking to Mrs. Brannon or doing an assigned task in the office.

- Circulation Desk

When working at the circulation desk, keep your actions and speech appropriate and courteous. Friends are not allowed behind the counter.

- Customer Service

Our main responsibility is to help others even if we are doing something else like one of the daily assigned tasks. If a student or staff member needs help, make sure they are taken care of first. Then you may return to your assigned task.

Customer Service does not mean socializing with other students who come for check-out.

## Student Assistant Responsibilities

The following list includes the things that student assistants will be responsible for doing while working in the media center:

- Assisting teachers and students
- Checking books in
- Organizing books on the cart
- Shelving books and magazines
- Straightening and organizing books on shelves
- Checking books out to students
- Setting up supplies on tables for classroom visits for the day
- Checking the floor for trash (using the carpet broom)
- Dusting book shelves
- Straightening up chairs
- Running errands for Mrs. Brannon (things to the office or to teachers)
- Making bookmarks once a quarter
- Other library duties as assigned





## Daily General Routine

When students arrive for their assigned day to work, they should follow this routine:

1. Come into the library quietly. Afternoon students should put their belongings neatly against the wall under the fire extinguisher.
2. Check the attendance log and mark your attendance.
3. Put on your name tag.
4. Check the assigned task sheet for your responsibilities for the day.
5. See Mrs. Brannon to let her know you are ready to begin working and ask any questions about what you are to do.
6. Do your assigned tasks quickly, neatly, and quietly.
7. Always keep an eye out for a teacher or student who may need help.
8. Before leaving, return your name tag.
9. Tell Mrs. Brannon you are leaving.
10. Sign out on the attendance log.

## HOW TO: Assist Others

1. Ask if you may help.
2. If you are asked to help someone, agree to help them, and stop whatever you are doing.
3. Ask what they need help with.
4. Try to answer their question as best you can.
  - a. Always try to look things up on the computer by title or subject.
  - b. Get the call number so that you can locate items on the shelf.
5. If you are unable to help them, bring them to Mrs. Brannon and tell her what help is needed and what you have done to help them so far.

## HOW TO: Table Set-Up

1. Check each color bin for the following supplies:
  - a. 2 permanent markers
  - b. 2 rulers
  - c. 4 pairs of scissors
  - d. 4 pencils (make sure they are sharpened)
  - e. 2 boxes of markers
  - f. 2 boxes of crayons
  - g. 1 box of colored pencils
  - h. 1 packet of sticky notes
  - i. 2 glue sticks
2. Make sure all items are in working order, markers have caps, and are all in their boxes.
3. Ask Mrs. Brannon if there are any specific items that need to be placed on the tables (such as a dictionary or thesaurus)

## HOW TO: Housekeeping

### 1. Dusting the shelves

- Get the duster cloth from the bottom cabinet below the phone in the office
- Wipe the top of the shelf off with duster cloth
- Wipe the tops of the books off with duster cloth
- Wipe around books on shelf with duster cloth
- Throw away any paper or trash found on the shelves
- Return duster cloth to cabinet.

### 2. Spot-cleaning the carpet

- Get the carpet broom from behind door to the network computer room
- Walk around the library, looking for small pieces of paper such as hole punches or spiral binder tear-out pieces
- Use carpet broom to “sweep” up small pieces of paper trash
- Pick up larger pieces of paper or other trash and put in trash can
- Return the carpet broom to behind the door to the network computer room.

### 3. General Pick-Up

- Push in chairs
- Return books to shelf that are laying on top of bookshelves
- Return shelf markers to canisters
- Straighten books that look messy

## HOW TO: Shelve Books

1. Arrange books in order on cart.
  - a. E books in alphabetical order by Author. Spine label should say:  
E ALD, E BAL, E DIC...  
  
-some E books have OS which means Over Sized and they go on the oversized E book shelf in alphabetical order.
  - b. FIC books in alphabetical order by Author. Spine label should say:  
FIC AVI, FIC CAL, FIC RIO
  - c. Non-Fiction books are in numeric order then letter order. Spine label should say: 031 DAL, 031.01 ABA, 031.1 DAL, 299.5 SMI
  - d. B books are in alphabetical order by name. Spine label should say:  
B Franklin, B Hitler, B Obama.  
  
B books may not have full last name on spine label, just first 3 letters.  
For example: B FRA, B HIT, B OBA
2. Take any books that have damage to Mrs. Brannon for repair. Damage means:
  - a. Pages torn or falling out
  - b. Cover torn or falling off
  - c. Spine label or barcode not able to be read or missing
  - d. Book looks in really bad shape
3. Remove any paper, sticky notes, or other things that may be sticking out of the book.
4. Take cart to section you are going to shelf books.
5. Find where book should go by checking call numbers around the item to make sure that is the correct order on the shelf.

6. Read shelf.
  - a. Look at the books on the shelf and in the specific place your book needs to go. Make sure the books are neatly arranged and in correct order by their call number.
  - b. Straighten and rearrange books as needed.
7. Place book to be shelved with spine label right side up and facing outward on shelf. If book is too tall, try putting book in with spine up and pages down.
8. Watch for crowded shelves. IF an item will not slide into its place easily, the shelf is too full. If you cannot fit a book on its shelf, see Mrs. Brannon.
9. If there are any questions about where a book belongs, see Mrs. Brannon. Don't just guess or stick books randomly on shelves.

## HOW TO: Log on

1. Log in to the school network (if not already done)
  - a. User Name: 424-student
  - b. Password: 424stu
2. Log on to Destiny
  - a. Double click the Destiny Icon
  - b. Click the Log On button in the upper right corner
  - c. User Name: JWES Helper
  - d. Password: Help

## How To: Check Books In

1. Log in to the school network (if not already done)
2. Log in to Destiny (if not already done)
3. Click on the Circulation tab (3<sup>rd</sup> tab across top)
4. Click on Check In on the left side bar.
5. Scan Jesse Wharton Barcode
6. Check that book title returned is same as actual book
7. Put returned book on cart to shelve.
8. Take any damaged books to Mrs. Brannon for repair.

## HOW TO: Check Books Out

1. Make sure the Destiny program is on “Check out” tab on the left side bar.
2. For students:
  - a. Ask “Who is your teacher?”
  - b. Click the down arrow and select that teacher from the list.
  - c. Click **Select patron**.
  - d. Ask “What is your name?”
  - e. Click that student either by name or photo from the class list.
  - f. Look at student record.
    - i. How many books are already checked out?
    - ii. Are there any overdue books?
  - g. Number of books or magazines students may have out:
    - Kindergarteners – 2
    - 1<sup>st</sup> graders – 2
    - 2<sup>nd</sup> graders – no more than 5
    - 3<sup>rd</sup> graders – no more than 5
    - 4<sup>th</sup> graders – no more than 5
    - 5<sup>th</sup> graders – no more than 5
  - h. If a student has an overdue book, they can only check out one more book.
  - i. If student has the maximum number of books allowed out, they cannot check out any more without Mrs. Brannon’s permission.
  - j. Scan the Jesse Wharton bar code or type in the number portion of the barcode.
  - k. Enter.
  - l. Look at title of book and title checked out to student to make sure they are the same.
  - m. Hand books to student and thank them or say good bye.
3. For Teachers:
  - a. Change setting from HOMEROOM to PATRON in upper right corner.
  - b. Type in teacher’s last name.



- c. Change setting to ONLY MY PATRONS and SEARCH BY LAST NAME by checking both boxes below teacher's name.
  - d. Enter.
  - e. Select teacher's name on list.
  - f. Scan the Jesse Wharton bar code or type in the number portion of the bar code.
  - g. Enter.
4. ALWAYS SEE MRS. BRANNON IF YOU HAVE ANY QUESTIONS OR ARE NOT SURE IF A STUDENT CAN CHECK OUT A BOOK.

