

## Student Librarian Aide

### GUIDE

#### Emergency Procedures

Type of Emergency Procedure	Safe Location
Earthquake	Under the tables
Lock Down with intruder in building	In magazine storage (small group) or counselor office or SPED office (large group)
Fire Drill	Where the sidewalk ends outside C pod (River Drive)
Administrative Lock Down	Stay in library (no one can leave)
Building Evacuation	Civic Center

During an emergency, your duty as an aide is to ensure that everyone in the library stays together in our evacuation spot. If you are elsewhere in the building (making copies, using the restroom) during a fire drill or evacuation, report to our safe location immediately. During a lockdown, find the nearest classroom or office if you are not in the library.

During a fire drill, you will escort students to our meeting place while I check classrooms in the C-Pod.

#### Books

##### **Checkout Procedures**

1. In Work Flows, click CHECK OUT.
2. Click the icon for USER SEARCH (a body with a magnifying glass) in the upper left hand corner. Type in the patron's last name and select the correct person.
3. Scan the bar code on the book. Make sure it shows up as checked out to this patron.
4. Stamp the date due slip at the back of the book with the BOOK stamp. Check to make sure the date you stamped matches the date in the computer.
5. Give the book to the patron and tell them when it is due.

##### **Check-in Procedures**

1. In Work Flows, click CHECK IN.
2. Scan the bar code on the book. Make sure the title of the book appears on the screen as being checked in.
3. If a screen pops up that the item is overdue, click "Discharge" to close the screen. If the person who returned the book is still at the desk, politely inform him or her of the fine.
4. File the book on the shelving cart according to Fiction/Non-Fiction and Dewey Decimal number.
5. If there is a hold placed on the book, the computer will pop up a message informing you. Place a note in the book with the student's name and set the book on the holds shelf.

#### Magazines

##### **Checkout Procedures**

1. Grab a blank card from the box.
2. On the card, write down: Title of magazine, date of issue, name of borrower.

3. Stamp card at top with due date (art class stamp is 2 weeks, general use is 1 week)
4. Stamp the DATE DUE slip in the magazine.
5. Put the card at the front of the filing box so it can be tallied for magazine circulation.
6. At the end of the day, file the student's checkout card under the date due once it has been tallied on the circulation sheet (yellow folder under desk).

### Check-in Procedures

**To check in a magazine**, you must look for the magazine card which is filed by date due. If the magazine has been returned on time, you may rip up and throw away the card.

**If you are checking in a magazine that is overdue**, you must look for the student overdue card, filed behind the patron's library card (drawer). If the patron does not have one, create a new card using one of the colored cards. Indicate the issue name and date on this card and the amount of the fine, then file this card behind the overdue tab in the magazine box. Rip up and throw away the magazine checkout card so we know it has been returned.

### Length of Checkout and Fine Amounts

Item	Length of Checkout	Fine
Books <b>ONLY FIVE ITEMS CAN BE CHECKED OUT</b>	28 days	10 cents/day Max fine \$10.00 per item
Magazines for pleasure reading	1 week	10 cents/day
Magazines for school assignments	2 weeks	10 cents/day
Calculators	Overnight	25 cents/day
Laptops	During class period or overnight (with teacher note)	25 cents/day
Videos and AV equipment (teachers only)	As long as needed	none
Kindles or Nooks	2 weeks	25 cents/day

When a student's fine reaches \$5.00, he or she cannot check out books until the fine is paid to under \$5.00.

### Processing New Books and Magazines

**BOOKS:** When new books arrive in the library, the librarian checks the titles against the order to see if they all arrived. Then the books are shelved in the processing room. A student librarian will complete four steps to prepare the books for cataloging, before they are covered:

1. Gently open the book.
2. Stamp the book with the PARK HIGH LIBRARY stamp in five spots: the front and back (blank) pages, title page, and the top and bottom of the book's closed pages.
3. Place a date due slip on the back page (below the stamp). Write the month and year of purchase in pencil on the slip (at top).
4. Put a NEW sticker on the spine (don't cover up spine label) and a clear label protector over top.

### MAGAZINES:

When new magazines arrive in the mail, the student librarians have four things to do to them.

1. Shake the magazine to remove any cards or items that fall out.
2. Place a "PARK HIGH LIBRARY" sticker on the front of the magazine, careful not to cover the title or any faces. Also place a sticker on the first page of the magazine.

3. Stick a “date due” slip on the first page of the magazine. It should be stamped NEW in red.
4. Mark that the issue has arrived on the card for the magazine in the box (located in workroom).

## **FINES:**

When a student pays a fine, follow these procedures:

1. Record the fine payment in the computer by looking up the student’s name (use PAY BILLS in Work Flows, under COMMON TASKS).
2. Record the fine payment in the tablet (stored in drawer of circulation desk).
3. Put the money in the drawer.

## **Skills/Tasks**

- Student sign-in and passes
- Monitoring patrons (library rules and procedures), especially for study hall
- Emergency procedures (lockdown, fire drill, etc.)
- Physical location of materials in library
- Shelving books/reading your shelf area (fiction and non-fiction)
- Check in and check out procedures (books, magazines, portable chargers, cameras)
- Check patron status (overdue, fines)
- Fines and fine payment; blocked patrons
- Processing of new magazines
- Processing of new books
- Processing of newspapers
- Covering of new books
- Laptop checkout/check-in, overnight rules, in-school use
- Kindle and Nook checkout/check-in
- Use Enterprise (online card catalog) to find books and access your account
- OverDrive ebook checkout and getting ebooks on our devices
- Use databases to research and limit searches
- Explore library website ([www.parkhigh.org](http://www.parkhigh.org)) for research resources and citations
- Printer troubleshooting (APPS2, how to connect to color printer)
- Operate copy machine and print from file on copy machine
- New student passwords and library cards
- Laptop troubleshooting and procedures (no log-on servers, running low on resources, etc.)
- Email attachment troubleshooting, saving to “the cloud”