

Student Librarian II  
Mrs. Lende  
Syllabus

This course builds on knowledge gained by students enrolled in Student Library Aide I, which is a prerequisite for this course. Topics include introduction to the principles upon which library policy and legalities are based. More sophisticated reference help will be introduced as these students will be more actively involved in helping their peers use the library. Emphasis will be placed on the use of technology in the library and the role it plays in library management and in information retrieval. Students enrolled in this course for one semester will earn a half credit.

Quarter Grades will be based on the following:

45% Daily effort  
45% Library assignments  
10% Attendance

**Expectations for daily effort:** Abide by expectations for library aide behavior (see additional handout), complete tasks when requested, and make library assignments or duties a priority over other schoolwork during your library aide period.

**Expectations for library assignments:** Late assignments will be marked down 10% per day. Every assignment requiring research should include source citations in MLA. Any plagiarism will result in a zero for the entire assignment.

**Expectations for attendance:** Fewer than 3 tardies for the semester, no unexcused absences

Topics Covered

Collection development and assessment  
Advanced internet searching  
Website evaluation  
Website creation  
Displays  
Copyright law  
Web 2.0 tools  
Program promotion and marketing  
Library careers

Each week will be a different focus, and assignments will be given most weeks. Several long-term assignments will also be given.