

Student Librarian Expectations for Behavior

Mrs. Lende

Park High School Library

As a student librarian, you are expected to abide by the following standards of appearance, behavior and ethics.

APPEARANCE

- As a professional representative of our library, you must dress according to school dress code. This means no midriff-baring shirts, spaghetti straps, excessively short skirts or shorts, pants that hang too low, or clothing with drug, alcohol, or other inappropriate messages.

BEHAVIOR

- Maintain a quiet speaking voice while in the library. This includes even those times when there are no patrons or only a few patrons in the library. Do not yell across the library.
- If you need to leave to use the restroom, you need to inform one of the adult librarians and take a laminated pass with you.
- Respect the authority and professional knowledge of the adult librarians. We are open to suggestions to improve this library, but understand that suggestions must be made respectfully and at the right time (in other words, not constantly!).
- At least one student librarian should always be available at the circulation desk to check passes, answer questions, and check out materials. It is your responsibility to be willing and ready to help anyone using the library.
- Keep yourself busy. Aside from regular tasks (shelving, processing new materials, cleaning, etc.), you should always have a library assignment to work on. If you do not, ask one of the adult librarians if there are any tasks that need done. We should not have to remind you to stay on task.

ETHICS

- Do not abuse the privileges of being a student librarian. Respect other students' privacy, especially when it comes to patron checkouts, fines, and other records. The library is neither your locker, nor your hideout if you want to avoid another class.
- Abide by the rules of copyright and intellectual property. Always encourage and demonstrate proper use and citation of sources.

By signing below, you agree to abide by these guidelines. Should you fail to do so, you will be given one warning. If you do not remedy your behavior, you will be dismissed as a library aide.

Signed _____ Date _____