

Student Librarian I  
Mrs. Lende  
Syllabus

This is an introductory course in library operations and daily procedures. Implicit in the curriculum is development of a healthy work ethic, proper workplace etiquette and public relations skills. Topics include cursory knowledge of library policies and legalities, library organization and information retrieval. This course focuses on skills needed in an entry level library job whether the setting be a school, public, college or special interest library. Skills learned here may also be used in course work in other content areas. 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	Assignment to Assess Topic Knowledge
Basic library procedures	Daily observations by librarians (45% of grade for quarter)
Dewey decimal system and shelving	Daily maintenance of shelving section; shelving assignment
EBSCO databases	EBSCO search assignment
Electronic card catalog (eLibrary) search	Annotated bibliographies
Effective Internet searching	Annotated bibliography (research)
Website evaluation	Annotated bibliography (research)
Reader's advisory	Annotated bibliography (fiction); book trailer
Citations and plagiarism	All assignments

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