

## What is being a Pupil Librarian all about?



### Being a Pupil Librarian will enable you to:

- ★ Become Successful Learners; Confident Individuals; Responsible citizens and Effective Contributors (*Curriculum for Excellence - Four Capacities*)
- ★ Make a valuable contribution to the life of the school
- ★ Help develop the library and the services it offers
- ★ Help the library staff provide the best library service they can
- ★ Make a difference to other pupils' learning
- ★ Act as a role model for other pupils

### You will also:

- ★ Improve your communication and problem-solving skills
- ★ Work well with others in a team
- ★ Take responsibility
- ★ Think on your feet

### As a Pupil Librarian you will enjoy special privileges including:

- ★ First choice of new stock, which you can help to choose
- ★ Access to the library prior to official opening before registrations and some intervals
- ★ The chance to get involved in special events

### Finally...

You are able to work towards **Dynamic Youth** (P6 - S4) and **Youth Achievement Awards** (S3 onwards) which recognise and accredit your achievements. You, your peers and the Librarian will monitor record and evaluate the work you do in the library.

Pupils in S1 and 2 will prepare for Dynamic Youth Awards. Once you are in S3 and are 14yrs old, you can then work towards Youth Achievement Awards.

Youth Achievement Awards are available at four levels which give you a recognised qualification. You have to be 14yrs old or over. The role of Pupil Librarian would give you the opportunity to work at Bronze level in the first instance. Up to 30 hours of Dynamic Youth can count towards 2 challenges at Bronze level.

**Bronze** (taking part in peer group activities)

Four 15-hour Challenges - (*General Standard Grade*)

**Silver** (help to organise activities)

Six 15-hour Challenges - National 5 (*Credit Standard Grade*)

**Gold** (plan, organise and lead activities)

Seven 15-hour Challenges - Higher

**Platinum** (Leadership role)

135 hours participation - Advanced Higher

For more information, speak to Mrs Sinclair

## Job Description

**Job Title:** Library Assistant (Level 2)

**Job Purpose:** to help the School Librarian with basic admin tasks

**Responsible to:** the School Librarian / Senior Pupil Librarians



### Aims:

- To familiarise you with other types of resource (locations and arrangement)
- To introduce you to basic book processing
- To become familiar with the ICT and Audio Visual Equipment
- To introduce you to the library management system (Alice)
- To take more responsibility with your duties and to start showing some initiative

### Duties:

- Keeping library tidy
- Taking responsibility for an area of stock
- Shelving returned resources (Fiction and Non-fiction accurately)
- Assisting Library Helpers with, and / or preparing Orcadian Posters
- General library duty (lunchtime)
- Issue Desk duty
- Undertaking any other basic duties as required by the librarian

### Higher level of Commitment to:

- Attend to allocated daily duties (before registration and/or at lunchtime)
- Attending your allocated library duty
- Being on time and punctual when attending to your allocated library duty and issue desk duty
- Letting the librarian know when you can't attend
- Attending weekly meetings

### Library Assistants will:

- be reliable
- hardworking
- honest
- cheerful
- sensible
- enthusiastic
- be able to work on their own or as a team.

### You will also:

- have an interest in books
- understand alphabetical & numerical order or are prepared to learn
- enjoy thinking on your feet
- enjoy helping other people
- be prepared to attend any training sessions / meetings as required



Library Assistants will be encouraged to work towards their Dynamic Youth Award or Youth Achievement Awards which recognise for the work you do.





October 2013

Dear .....

Thank you for your help in the library over the last year or two which has been much appreciated. Your commitment and work has been good and your work towards the Dynamic Youth Award, excellent.

I would like to invite you to continue in your role and work towards Level 2 (Library Assistant) and Level 3 (Assistant Pupil Librarian). This can also involve working towards the Youth Achievement Award. Here are the Pupil Librarian levels for your information:

- Level 1 Pupil Library Helper
- Level 2 Pupil Library Assistant
- Level 3 Assistant Pupil Librarian
- Level 4 Pupil Librarian
- Level 5 Senior Pupil Librarian

The duties and responsibilities expected of you will be much the same as previously with training in additional library work given. I have attached a Job Description for you to look at.

Please fill in the form below to me by Friday 1<sup>st</sup> November.

Kind regards

Frances Sinclair, Librarian

1. Why are you interested in continuing to help in the library?

.....

.....

.....

2. What do you feel you can offer the library in terms of your skills, ideas or suggestions?

.....

.....

.....

3. What do you think you got out of helping in the library previously?

.....

.....

.....

I wish to continue helping in the library: YES  NO  Maybe

I wish to work towards Youth Achievement Awards: YES  NO  Maybe

Your signature: ..... Date: .....