



Stromness Academy Library

**Pupil Librarian Training
Level 2**

LIBRARY ASSISTANT

Insert photo and caption / comment



youth
achievement
awards

Name:		Class:	
Guidance Teacher:			

Job Description



Job Title: Library Assistant

Job Purpose: to help the School Librarian with admin tasks and supervise issue desk at lunchtimes

Responsible to: the School Librarian / Senior Pupil Librarians

Aims:

- To familiarise you with all the resources (locations and arrangement)
- To introduce you to 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 ASSISTANT – Outcomes & Skills

Think about the following Curriculum for Excellence outcomes in relation to helping in the library. Underline the bits you think you could work towards. Note down what you think you could do to achieve these.

Health and wellbeing across learning > Mental, emotional, social and physical wellbeing > Social wellbeing

- I recognise that each individual has a unique blend of abilities and needs. I contribute to making my school community one which values individuals equally and is a welcoming place for all. HWB 3-10a

Comment:

Evaluation (after you completed the training):

- I make full use of and value the opportunities I am given to improve and manage my learning and, in turn, I can help to encourage learning and confidence in others. HWB 3-11a

Comment:

Evaluation (after you completed the training):

- Through contributing my views, time and talents, I play a part in bringing about positive change in my school and wider community. HWB 3-13a

Comment:

Evaluation (after you completed the training):

- I am developing the skills and attributes which I will need for learning, life and work. I am gaining understanding of the relevance of my current learning to future opportunities. This is helping me to make informed choices about my life and learning. HWB 3-19a

Comment:

Evaluation (after you completed the training):

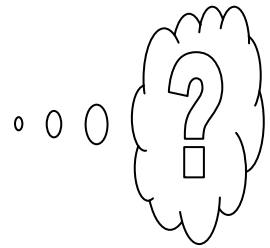
Think about the individual skills (which are part of the above outcomes) which you may learn or use whilst helping in the library. Pick out 3-6 skills you hope to focus on each term. ✓

Skills	Aug - Oct	Oct - Dec	Jan - Mar	Apr - Jun
Listening				
Communication				
Working with others				
Discussing and agreeing				
Trusting others				
Encouraging others				
Helping others				
Sharing				
Organising and leading				
Asking for help or advice				
Trying something new				
Making or fixing things				
Friendship				
Time management				
Initiative				
Manage my learning				
Recording time				
Library Skills / Tasks: -				
Shelving & Shelf tidying				
Book Processing				
Book Issues & Returns				
Filing Journals / Newspapers				
Computers & other equipment				
Displays				

Use the CfE Outcomes and skills list to formulate your steps (targets) that you wish to achieve and record them on the '*challenge sheet*'.

You will revisit these skills once a term.

Skills: Self - Evaluation



Aug - Oct

Skills I focussed on:

1	4
2	5
3	6

Most improved skill:.....

Why?.....

Skill I need to continue working on:.....

How can I improve this?

Who could help me with this?.....

Oct - Dec

Skills I focussed on:

1	4
2	5
3	6

Most improved skill:.....

Why?.....

Skill I need to continue working on:.....

How can I improve this?.....

Who could help me with this?.....

Jan - Mar

Skills I focussed on:

1	4
2	5
3	6

Most improved skill:.....

Why?.....

Skill I need to continue working on:.....

How can I improve this?.....

Who could help me with this?.....

Apr - Jun

Skills I focussed on:

1	4
2	5
3	6

Most improved skill:.....

Why?.....

Skill I need to continue working on:.....

How can I improve this?.....

Who could help me with this?.....

Library Assistant Contract

As a Library Assistant I will:

- ★ Attend every session as arranged with the Librarian on the rota
- ★ Attend the weekly meeting
- ★ Inform the Librarian in advance if I cannot attend any session
- ★ Treat all users of the library with respect
- ★ Behave sensibly as a role model for other pupils
- ★ Be responsible and reliable
- ★ Try my best at all times
- ★ Let the Librarian know if I need help carrying out my role
- ★ Let the Librarian know, in writing, if I wish to resign from my role

Signed: Date:

As Librarian I agree to:

- ★ Support you in carrying out your role
- ★ Listen and respond to any problems
- ★ Arrange training for you and organise a suitable rota
- ★ Organise regular meetings for you to discuss any issues, for training and to explore new ideas
- ★ Provide rewards (eg. special privileges)
- ★ Provide certificates and evidence for your achievements in carrying out your role
- ★ Act as a referee for Pupil Librarians leaving school if requested to do so

Signed: Date:

Insert photo and caption / comment

1. Computers

- Use of computers - guidelines (PLs need to familiarise themselves with the *Quick Guide to Computer Resources* and the *Library Computers* notice.)
- Location & numbering
- Switching On & Off (shutdown)
- Printer
- Logbook
- Catalogue - intro; launching; password

My Notes and comments

Date Training Received: Training given by:

My evaluation and comment (of what I know and remember):    

Checked:

ASSESSMENT	<i>Date</i>	<i>Initials</i>
1. Demonstrate start-up, shutdown and restart.		
2. Explain the use of the logbook and how it should be filled in.		
3. Demonstrate catalogue start up.		
4. Demonstrate printer switch on / paper filling		

2. Filing

PLAs will need to have an understanding of filing items in date order.

Journals

- New display
- Back-copies display
- Filing back copies in boxes in Reference Section.
- Tidying back copies boxes.

Newspapers

- Local newspapers
 - Recent & back issues
 - Keeping boxes tidy (date order)

My Notes and comments

Date Training Received: Training given by:

My evaluation and comment (of what I know and remember):    

Checked:

ASSESSMENT	<i>Date</i>	<i>Initials</i>
1. Demonstrate how to file journals and newspapers appropriately		
2. Demonstrate how to display journals appropriately		
3. Practical: Arrange journals into date order		

3. Book Processing

- Format of the book (types of cover, title page, publisher's page)
- Labels (ownership label, date label)
- Labelling
- Ownership stamp ('Stromness Academy Library')
- Barcode

My Notes and comments

Date Training Received: Training given by:

My evaluation and comment (of what I know and remember):    

Checked:

ASSESSMENT	<i>Date</i>	<i>Initials</i>
1. Explain the reasoning behind labelling & stamping.		
2. Show where the labels & stamps go.		
3. Show where the barcode goes (and variations if hardback)		




4. Library Management System (LMS)

After being shown the basics the PLA will 'shadow' the Librarian probably during their English library period, as there is little issuing of books done at lunchtimes.

- Introduction to 'Alice'
- Returns
 - i. Always watch and check the screen for messages
 - ii. Damaged books
- Data protection

My Notes and comments

Date Training Received: Training given by:

My evaluation and comment (of what I know and remember):    

Checked:

ASSESSMENT	<i>Date</i>	<i>Initials</i>
1. Demonstrate how to return books using the LMS.		
2. Show where on trolley to put them.		

Insert photo and caption / comment

5. Display

- Creating a fiction display based on a particular theme, author or genre.

Notes - Ideas for fiction book displays


Date Training Received: Training given by:

My evaluation and comment (of what I know and remember): ☹️ 😐 😊 😄

Checked:

<i>ASSESSMENT</i>	<i>Date</i>	<i>Initials</i>
1. Create a fiction display, to include books and posters / information about the author(s)		

Insert photo of display and caption / comment

Now think about the individual skills again (which are part of the above outcomes) which you learnt or used whilst helping in the library/ 

Skills	What skills have you learnt?	What skills have you used most?	What skills could you still improve?
Listening			
Communication			
Working with others			
Discussing and agreeing			
Trusting others			
Encouraging others			
Helping others			
Sharing			
Organising and leading			
Asking for help or advice			
Trying something new			
Making or fixing things			
Friendship			
Time management			
Initiative			
Manage my learning			
Recording time			
Library Skills / Tasks: -			
Library layout			
Alphabetical order			
Dewey number order			
Shelving & Shelf tidying			
Book Processing			
Filing			
Sorting			
Displays			
Other:			
Overall, how do you think you did?			

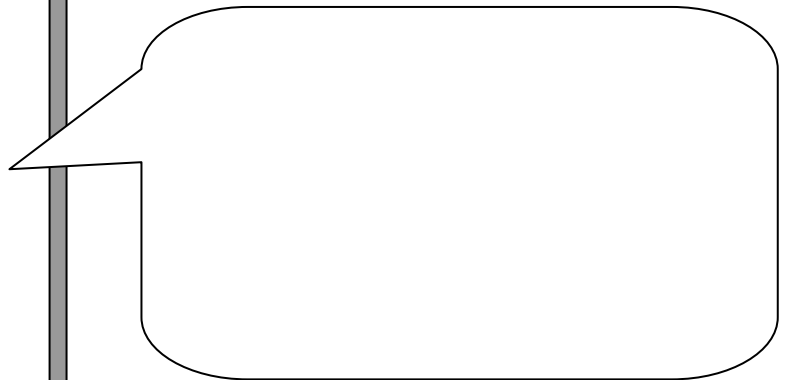
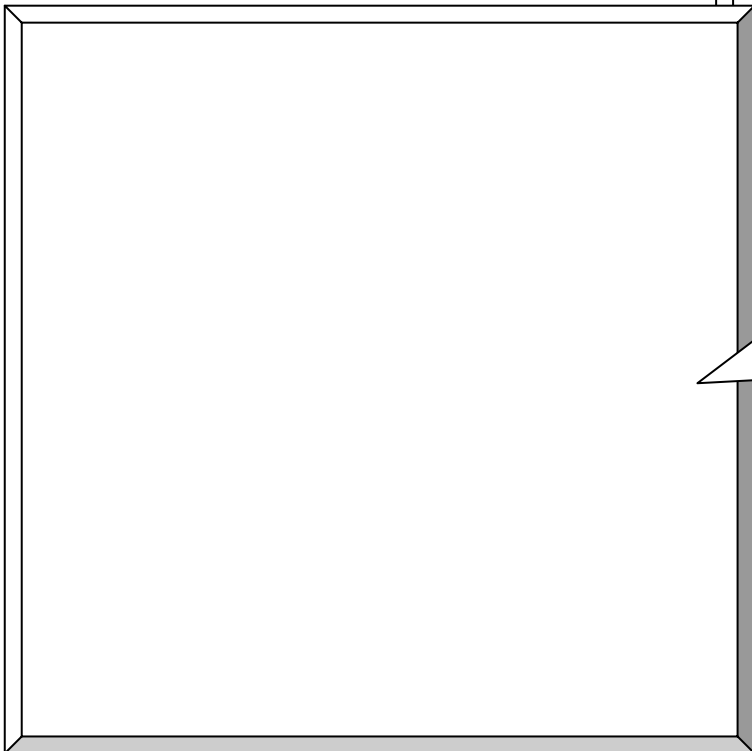
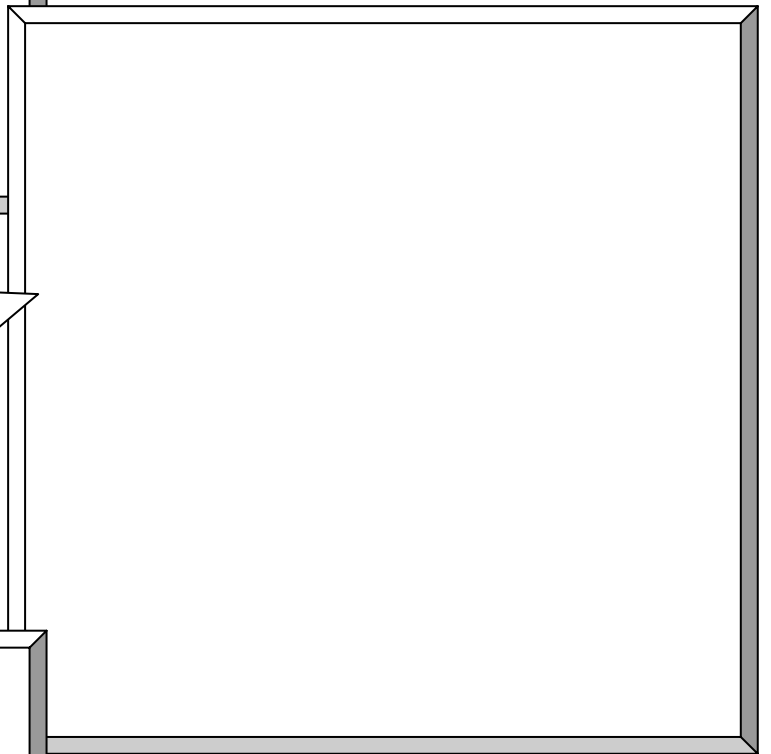
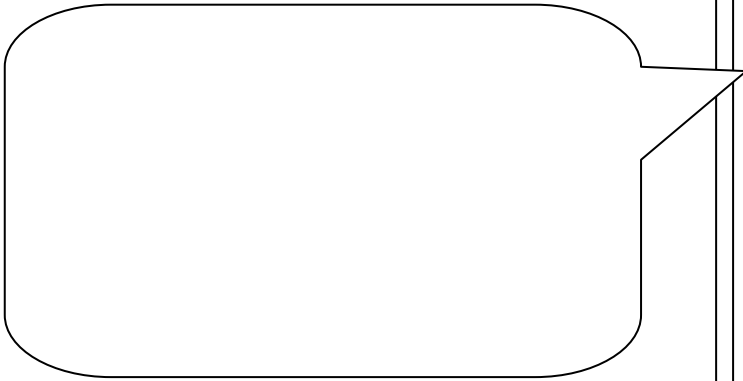
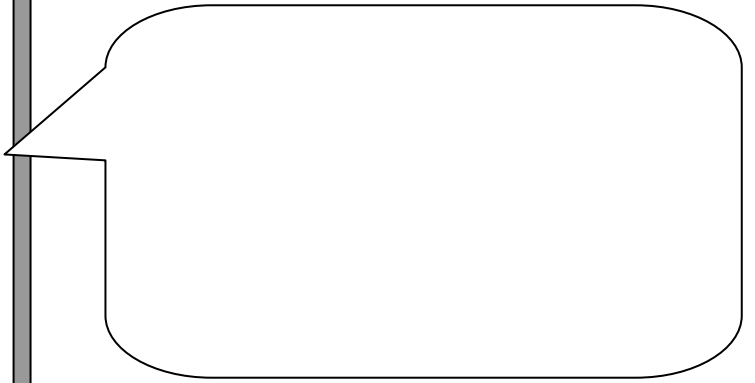
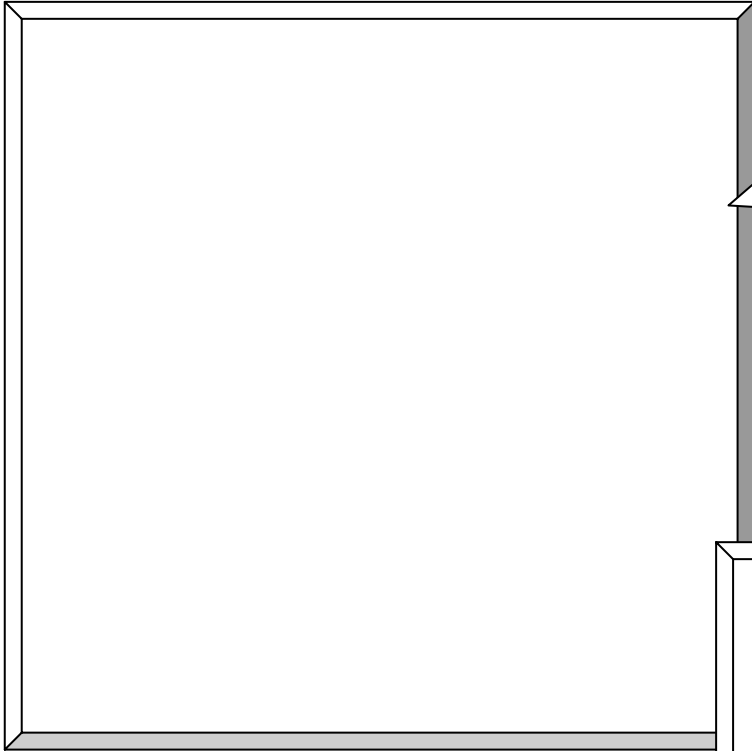
Now review the specific responsibilities and tasks you have done in both Level 1 and Level 2 of the pupil Librarian Training.

SKILLS	<i>Pupil</i>	<i>Libn</i>
Responsibilities		
I attend regularly on the agreed days.	☹ ☺ ☺ ☺	
I know the aims of the library and understand the role it has.	☹ ☺ ☺ ☺	
I know and understand the School and the Library Code of Conduct. I know the behaviour expectations in the library.	☹ ☺ ☺ ☺	
I can work well as part of a team.	☹ ☺ ☺ ☺	
I can use my initiative and carry out work without prompting from library staff.	☹ ☺ ☺ ☺	
I can take responsibility for a fiction display.	☹ ☺ ☺ ☺	
I continue to carry out my allocated daily task every day.	☹ ☺ ☺ ☺	
Comments about Responsibilities <i>(your own, your peer or the Librarian)</i>		
Resources		
I understand the different sections of the library and how these are organised.	☹ ☺ ☺ ☺	
I can sort stock for shelving.	☹ ☺ ☺ ☺	
I can shelve fiction and non-fiction accurately.	☹ ☺ ☺ ☺	
I can keep a section of fiction tidy and in correct order.	☹ ☺ ☺ ☺	
I can describe different kinds of resources and give examples of their use.	☹ ☺ ☺ ☺	
I can confidently and accurately shelve books, journals and newspapers.	☹ ☺ ☺ ☺	
I understand the format of a book and I can process new books - labels, stamp, barcode.	☹ ☺ ☺ ☺	
I can maintain fiction and non-fiction books in the correct order.	☹ ☺ ☺ ☺	
I can keep a section of non-fiction tidy and in correct order.	☹ ☺ ☺ ☺	
Comments about Resources Tasks <i>(your own, your peer or the Librarian)</i>		

Issue Desk		
I attend to my library and issue desk duty.	☹ ☺ ☺ ☺	
I understand and can do returns and basic issues on the LMS.	☹ ☺ ☺ ☺	
I can recognise when stock needs new date label.	☹ ☺ ☺ ☺	
I understand the concept of data protection and the need to keep records confidential.	☹ ☺ ☺ ☺	
<i>Comments about Issue Desk Duties (your own, your peer or the Librarian)</i>		
Equipment		
I know the location and numbering of the computers	☹ ☺ ☺ ☺	
I know how to switch on and correctly shutdown the computers.	☹ ☺ ☺ ☺	
I can switch on and log into the library catalogue.	☹ ☺ ☺ ☺	
I can replace paper in the printer.	☹ ☺ ☺ ☺	
<i>Comments about Equipment tasks (your own, your peer or the Librarian)</i>		
Customer Service		
I can help pupils and staff find fiction and non-fiction books.	☹ ☺ ☺ ☺	
I am friendly, helpful and polite to staff and visitors.	☹ ☺ ☺ ☺	
I act as a role model for other pupils	☹ ☺ ☺ ☺	
<i>Comments about Customer Service (your own, your peer or the Librarian)</i>		

Photographs

Please say something about your photos: Who? What? Where? Why? When?



MY FAVOURITE TASK / ACTIVITY - EVALUATION

Description of task / activity:

.....

.....

.....

Date(s) you did this task:

In the picture I'm ...

I was good at...

Best bit
was..

Photo of you

Worst bit was

I learnt ...

I really enjoyed ...

Recording Time: TOTALS

DAILY / WEEKLY DUTIES(from rota sheet):

RECORDING TIME SHEETS:

JOURNALS:

DISPLAY:

ISSUE DESK:

BOOK PROCESSING:

TOTAL:

Confirmed by Librarian: Date:

Confirmed by Peer: Date:

Evidence Checklist

This Workbook:

Skills checklists

Evaluations / Comments (where asked for)

Photos added

Logbook hours recorded

Task hours recorded

Total hours recorded

Personalisation

(your comments / thoughts / captions on anything else in the workbook)

Other evidence:

Application Form

Certificates

DYA or YAA target setting

More photos

Rotas

Help sheet examples

Posters of events I helped with

Other

.....

.....

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