Library Student Assistant Handbook

Introduction

• About Houston Cole Library
• Staff Directory

Library Organization

• Directory
• Floor Description and Unique Features

Hiring, Evaluation, and Disciplinary Action

• Library Student Employee Information Sheet
• Library Student Employee Job Descriptions
• Library Student Employee Work Schedule Form
• Library Student Employee Shelving Record Form
• Library Student Employee Shelf Reading Record
• Library Student Employee Improvement Form

Training

• Library Student Employee Training Checklist
• Library Student Employee Training Post Test
• Library Student Employee Shelving Record Form
ABOUT THE HOUSTON COLE LIBRARY

The University was established as a state teacher's college in 1883. Named for President Emeritus Dr. Houston Cole, the Houston Cole Library was built in 1972. The facility is a thirteen-story, red granite building divided into eight micro-libraries. Floors two through seven and nine through ten are divided into public subject areas and are managed by subject specialist librarians. Each public service librarian is responsible for collection maintenance and development, supervision of student employees, liaison activities, and instruction. The Library is staffed with fourteen professional and nineteen paraprofessional employees.

The Library's collection consists of over 616,000 titles. Many electronic databases are available to provide access to the library's collections and other sources. In addition to the 27 public computer workstations, students have access to a computer lab housed on the tenth floor. Other services within the Library are interlibrary loan, self-service photocopying, conference rooms, and AV services.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position or Title</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Barnett-Ellis, Paula</td>
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<td><a href="mailto:pbarnett@jsu.edu">pbarnett@jsu.edu</a></td>
<td>256-782-5249</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>Cain, Linda Louise</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>Gowens, Lisa</td>
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<td>Graham, John</td>
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<tr>
<td>Gravette, Tony</td>
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<tr>
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<tr>
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<tr>
<td>Hubbard, William</td>
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<tr>
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</tbody>
</table>

Revised June 26, 2007
WELCOME TO HOUSTON COLE LIBRARY
WE'RE HERE TO ASSIST YOU – PLEASE ASK

LIBRARY HOURS
Monday – Thursday  7:30AM – 11:00PM
Friday          7:30AM –  4:30PM
Saturday        9:00AM –  5:00PM
Sunday          3:00PM – 11:00PM

Directory

12th Floor
Observation Deck and Study Floor

11th Floor
Conference Center

10th Floor
Computer Lab
Alabama Gallery
S.T.U
V.K
Technology, Family & Consumer Science, Military Science, Law

9th Floor
Copier
QR
Science, Nursing, Medicine, Math

8th Floor
Systems Office
University Librarian

7th Floor
Copier
PQ - PZ
Literature

6th Floor
Copier
Music Listening Room
P - PN
M.N
Art, Music, Languages
Drama, Communication

5th Floor
Copier
J=Juvenile, GV, L
TC=Textbooks
Education, Physical Education

4th Floor
Copier
I
Social Sciences, Business
Political Science

3rd Floor
Copier
Microform Reader Printer
D,E,F,G
(ex. GV)
History, Geography
Genealogy

2nd Floor
Copier
Microform Reader Printer
Reference Desk
Newspapers
A,B,C,Z
General Works, Philosophy
Library Science

Lobby
Reserve Desk
ILL
Circulation Desk
Current Popular Periodicals
Vending Machines

Ground
Technical Services
Audio/Visual Center
Computer Classroom
Learning Services

Access to the Online Catalog and other electronic resources is available on each floor

Rev 09/03
FLOOR DESCRIPTION AND UNIQUE FEATURES

GROUND FLOOR:

An electronic classroom with a computer and video projection unit, as well as computers for students in library instruction classes, is located on the ground floor. The classroom is for library use only and is reserved through Mr. John Graham, Head of Public Services.

The Technical Services Department is also located on the ground floor. The Technical Services area houses the Library’s mail center. It also includes the following departments.

*Head of Technical Services:* This department handles the overall management, operation, long range planning, policy and procedure development, and documentation of the following services: bibliographic verification, binding, acquisitions, physical processing, cataloging, serial and government documents, and automated services. **Ms. Sonja McAbée is the Head of Technical Services.**

*Acquisitions/Serials Department:* This department handles the ordering and receiving of library materials. This department also processes binding. **Ms. Mary Bevis is the Serials and Acquisitions Librarian.**

*Cataloging Department:* This department handles the cataloging and processing of library materials. **Ms. Kim Weatherford is the Senior Catalog Librarian and Mr. Arland Henning is the Catalog Librarian.**

*Distance Education/Electronic Resources Department:* This department is responsible for communicating and assisting the distance education faculty and students. It is also responsible for maintaining the Library’s electronic resources. **Ms. Jodi Poe is the Distance Education/Electronic Resources Manager.**

*Government Documents Department:* This department handles the cataloging and processing of governmental materials. **Ms. Bethany Latham is the Electronic Resources/Government Documents Librarian.**

The Audio-Visual Center is also located on the ground floor. The Center, which houses AV materials, handles the ordering and circulation of these materials. **Mr. Tony Gravette is the Director of Instructional Media Services.**
**LOBBY:**

The Circulation Desk is located in the lobby. Patrons check materials (except Reserves, Music Sound Recordings and Audio-Visual) in and out at this desk. Printing from the computer workstations is also centralized here. The charge is $.05 per page. **The User Services Supervisor is Ms. Debra E. Deering-Barrett.**

The Reserve Desk is also located in the lobby. Patrons may check out print reserve items here. Electronic Reserve documents are available through the Web at any Library workstation, and may be printed to the lobby printers.

The Inter-Library Loan Department is also located in the lobby.

In addition, the refreshment area, a public telephone, and the current popular journals for leisure reading are located in the lobby.

**2ND FLOOR:**

The second floor houses the general works, philosophy, psychology, and library science collections (A-C & Z). Also located on this floor are the newspapers, the microform reader/printers, the Microfilm/Microfiche Assistant’s Desk and the General Reference Desk. **Ms. Charlcie Pettway Vann is the 2nd floor librarian.**

To the right of the Microfilm/Microfiche Assistant’s Desk is the Government Documents Vertical File Cabinet. This cabinet contains ephemeral documents that are filed in folders arranged by the Superintendent of Documents classification number. These items are in the catalog for access and can be photocopied.

The Magazine Collection and Business Collection cartridges are also housed on this floor. These are two collections of journal articles formatted on 16mm microfilm. The cartridges are arranged by collection and number on carts located on the south end of the floor. Lists of the journals and volumes on these reels are shelved on the carrel near the carts. These can be read and photocopied from the microform reader/printers.

**3RD FLOOR**

The third floor houses the history and geography collections (D-G, except GV's). The atlases, maps, and census are also stored on this floor. **Ms. Linda Cain is the 3rd floor librarian.**
Atlases: An atlas is a volume of maps. The atlases are marked with ATLAS above the call number. These are shelved in the reference collection unless there is an additional label that reads: ATLAS CASE. Those with the additional label, ATLAS CASE, should be shelved in the Atlas Cases in the center of the room on the north side of the floor.

Maps: The Maps are stored in map cabinets and in a stand across from the reference desk. Blank maps for photocopying can be found in large binders kept behind the desk. Maps on File, State Maps on File, and Geography on File are in a green filing cabinet behind the desk.

Census: The United States Census is in microfilm arranged by state and decade. The Soundex microfilms that are shelved with the census index these reels.

Editorials on File is an objective, timely compilation of editorial opinion chosen from more than 150 daily North American newspapers. It is updated twice monthly with issues that should be filed in the large green binder behind the desk. These are indexed by monthly indexes printed on green paper and every quarter these are combined in a cumulative index printed on ivory paper. The binder should never contain more than two indexes, one ivory and one green.

Facts on File Weekly World News Digest is a detailed, objective and timely weekly distillation of the news and current information as reported in more than 70 major newspapers and news magazines from the U.S. and around the world. It is updated weekly and filed in a large blue binder behind the desk. File each weekly News Digest in the binder immediately behind the preceding issue, so the page numbers run in sequence. The Facts on File Index is published twice monthly. Blue indexes cover information published during the most recent quarter. Each blue index replaces the previous blue index. At the end of each quarter, all indexing up to that point is compiled in a yellow index. Each yellow index replaces all prior blue and yellow indexes. The binder should never contain more than two indexes--one yellow and one blue. Check the box on the front of each page for filing instructions.

Binder filing hint: A downward pull on the slide bar at the back unlocks all three posts simultaneously, and the back cover swings clear of the posts. To file a new issue, lift off the indexes and the index separator and place the issue face down on top of the preceding issues so that the page numbers run in sequence. File the index or indexes behind the index separator at the back of the binder. See the filing instructions on the first page of each index.

The Microbook Library of American Civilization is a collection of books filmed on 3" x 5" ultrafiche cards. These are microfiche with images so small that a single fiche can contain up to 1,000 pages of material. These are filed by fiche number in the light colored card catalog cabinet near the atlas cases on the north side of
the floor. The call number for this collection is E12/. L5/LAC. These require a special reader to view.

**4TH FLOOR:**

The office of the Head of Public Services and the office of the departmental secretary is located on the 4th floor.

*Head of Public Services:* This department manages all functions of the public services areas of the library: Reference Services, Instruction, User Services, and Outreach. **Mr. John-Bauer Graham is the Head of Public Services.**

*Departmental Secretary:* The Departmental Secretary has many duties including: managing an administrative office; preparing faculty and staff meetings; secretarial work associated with the Library, and other special projects. **Ms. Angela Johnson is the Head of Public Services.**

The fourth floor houses the business and social sciences (criminal justice, political science, sociology and social work) collections (H-J). **Mr. Doug Taylor is the 4th-floor librarian.**

Various Microfiche Collections are housed on the 4th floor:

*The United States Congressional Serial Set:* This is a set of congressional publications formatted onto microfiche filed by year and then by the Superintendent of Documents classification number in the cabinets located in the center of the north side of the floor. They are classed (Microfiche/J66)

*Hearings and Committee Prints (Congressional Committee Hearings):* This is a collection of reports from congressional hearings formatted onto microfiche filed by year and then by the Superintendent of Documents classification number in the cabinets located in the center of the north side of the floor. They are classed (Microfiche/J74)

*Human Relations Area Files:* The HRAF files are a collection of mostly primary source materials on a large sample of cultures or societies. These are classed H31/. H8 and filed by the Outline of World Cultures (OWC) code.

*Crime & Juvenile Delinquency Collection:* A collection of reports and studies issued by a wide variety of governmental and non-governmental agencies and individual authors selected from the National Council on Crime and Delinquency library. These are classed HV6025/. M5248x
**Housing and Urban Affairs Collection:** A collection of selections from the Department of Housing and Urban Development. They are primarily reports and studies issued by governmental and non-governmental agencies and individual authors. These are classed HD7293/. M44.

**Rehabilitation and Handicapped Literature:** This is a collection of important studies, reports, and texts that provide a view of all aspects of rehabilitation. The documents are primarily reports and studies written by individuals, government agencies, or private agencies. These are classed HD7255/. R453x .

**Model Cities Collection:** This collection is comprised of reports and studies sponsored by the U.S. Dept. of Housing and Urban Development. It covers such key issues as transportation, urban design, residential rehabilitation, employment, community health services, recreation facilities, and day care centers. (HT167/. M62)

**5TH FLOOR:**

The fifth floor houses the education collection (GV and L). This includes the ERIC, textbook, juvenile, and physical education collections. **Ms. Laurie Charnigo is the 5th floor librarian.**

**Textbook Collection:** The textbook collection is comprised of elementary and secondary textbooks in all areas. Their classification is A-Z and the Text or TC above the call number can identify them. These are shelved on the northeast side of the floor by the sofas.

**Juvenile Collection:** The juvenile collection is comprised of children's books in all areas. Their classification is A-Z and the J or Juv above the call number will identify them. This collection is shelved next to the Textbook collection on the northeast side of the floor.

**ERIC Microfiche Collection:** This is a microfiche collection that is updated monthly. The fiche are stored in the cabinets in the center of the north side of the floor. They are filed chronologically by the ED number located in the upper right corner of the microfiche.

**6TH FLOOR:**

The sixth floor houses the art, communication, music, and language arts collections (N-PN). **The 10th floor librarian is Ms. Carley Suther.** The music lab is also located on this floor.

**Music Listening Lab:** Houses the music sound recordings (CD's and albums) collection. The circulation staff manages it.
Musical Score Collection: The score collection is shelved on the southeast side of the floor at the beginning of the general stack collection. The MS or the word, SCORE above the call number on the label will identify them.

7TH FLOOR:

The seventh floor houses the literature collection (PQ-PZ). Mr. Harry Nuttall is the 7th floor librarian.

Gale Literature Series: On the wall carrels located on the east, west, and north walls are various literary reference series books published by Gale.

On the west wall carrels are the blue-bound Dictionary of Literary Biography volumes along with supplements and yearbooks. These are useful for obtaining biographical and critical background information on an author.

Along the north and east wall carrels are various Gale Literary Criticism series books. These are arranged in chronological order by series and contain excerpts (portions) of longer pieces of literary criticism.

8TH FLOOR:

The 8th floor houses administrative offices, the Offices for the University Librarian and the College of Graduate Studies. Mr. William Hubbard is the University Librarian. Ms. Lynn Varca is the Secretary to the University Librarian.

9TH FLOOR:

The ninth floor houses the math, science, and nursing collections (Q-R). Ms. Paula Barnett-Ellis is the 9th floor librarian.

Fort McClellan Information Repository: This is a special collection of documents covering the environmental aspects of the closing and cleanup of Fort McClellan. These items are shelved on the wall across from the 9th floor desk and do not circulate. Anniston Army Depot documents are shelved to the left of the water fountain.

National League for Nursing Publications: The National League for Nursing books published through 1998 are shelved behind the desk on the 9th floor. All items shelved here begin with the call number RT 1. N3x. These books circulate normally.
10TH FLOOR:

The tenth floor houses the law, agriculture, technology, and military science collections (K, S-V). The 10th floor librarian is Ms. Hanrong Wang. The Computer Lab and the Alabama Gallery are also on this floor.

Alabama Collection: The Alabama Gallery is the library’s special collections area. The Gallery houses two collections: The Alabama Collection and the Rare Book Collection. The doors of the Gallery should remain locked. The librarian on duty may permit access to researchers. A staff member must be present while a patron utilizes the collections. Materials may only be removed for photocopying with the permission of the staff person present. It is closed on the weekends.

CD-ROMs: The computer workstation to the right of the librarian’s office has been configured to read the various CD-ROM updates for various law publications. These are stored near the workstation (not on the shelves.) Please contact a librarian if someone needs assistance with these sources. The CD-ROM collection will no longer be updated, because the library now subscribes to the WestLaw online service, which is available on any floor through Web access.

Seminar Room: Conference Room B is set up to be a seminar room. It has a computer, video projection unit, and screen, as well as tables and chairs arranged in a U-shape. This room is reserved through Ms. Lynn Varcak.

Computer Lab: The computer lab is for use by persons with a valid ID. A student assistant will be assigned to this area. The computers in the lab print to the lobby printers.

Loose-leaf Services: The library subscribes to various loose-leaf services. These are books formatted for ring binders to facilitate easy updating. U.S. Law Week (Ref/KF 25/. N54x) and Criminal Law Reporter (Ref/KF9615/.C7) are examples of these. Please ask the 10th floor librarian for filing instructions for these services.

Pocket books: There are a number of books, for example the Alabama Code, for which updates or supplements are issued periodically. When updates are received, the old supplements need to be replaced with the new ones.

House and Senate Bills (microfiche): House of Representatives bills--House resolutions--House joint resolutions--House concurrent resolutions--Senate bills--Senate resolutions--Senate joint resolutions--Senate concurrent resolutions--Senate executive documents amendments (KF16.U5x). These are filed in the cabinet to the left of the reference desk. These are now available electronically.
11TH FLOOR:

Conference rooms. Ms. Lynn Varca k handles the reservations for events to be held on this floor.

12TH FLOOR:

Observation deck. Carrels have been placed on this floor for studying. The doors to the deck should remain locked. Visitors desiring access to the deck may request permission at the Circulation Desk. A library staff member should remain with visitors while they are on the deck.
Student Employee Information Sheet

Library Operating Hours:

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<th>Time</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:30 AM - 11:00 PM</td>
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<tr>
<td>Friday</td>
<td>7:30 AM - 4:30 PM</td>
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<tr>
<td>Saturday</td>
<td>9:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>3:00 PM - 11:00 PM</td>
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You may not begin work until Lynn Varcak has your pink work authorization form.

Student Assistants may be assigned to the following departments:

- Acquisitions/Serials - report to: Mary Bevis, Basement
- Audio-Visual - report to: Tony Gravette, Basement
- Circulation/Shelving - report to: Patrick Bolack, Music Listening Room, 6th Floor
- Computer Lab and Graduate Assistants - report to: Lynn Varcak, 8th Floor Office
- Cataloging - report to: Kim Weatherford, Basement
- Government Documents - report to: Bethany Latham, Basement

Student assignments are based on library needs each semester. Student assistants should have no expectation of continuing employment beyond the current semester.

Work hours will be scheduled between 7:30AM - 4:30PM for Acquisitions, Audio visual, Cataloging and Government Documents; 7:30AM - 5:30PM for Circulation/Shelving; and other departments according to hours required for public service desk coverage. Students are required to consistently work the schedule arranged by their supervisor at the beginning of the semester.

Student assistants should not eat, drink, smoke, place or receive personal phone calls during work time. Friends are not allowed to visit during scheduled work time. You are given an hour’s pay for an hour’s work. Office access is at the discretion of the librarian.

Shelving assistants should stop at the desk in the lobby to sign in and check with Ms. Deering or read the sign in sheet for notes indicating their assignment for the day. Remember to sign out when you are leaving work. Falsifying a time sheet will result in the loss of your job. If you are assigned to a department other than shelving, your sign-in sheet will be located in your work area. It is very important that you sign in/out and work your scheduled hours each day.
Payroll is signed on the last 2 days of the month. If you are unable to be here, see Lynn Varcak. Paychecks will be mailed to you on the 4th SCHOOL day of the month.

MARK THE PAYROLL SIGNING DATES ON YOUR CALENDAR FOR THE ENTIRE SEMESTER. YOU ARE RESPONSIBLE FOR SIGNING. NO SIGNATURE - NO PAYCHECK.

If you have to be absent for any reason, please call your appropriate supervisor, 782-5758 or 782-5255. Attendance is very important and continuous absences will result in the loss of your job.

Signature ________________________________ Date ________
Library Student Employee Job Descriptions

• Definition
• Examples of Work Performed
• Required Knowledge, Skills, and Abilities
• Qualifications
• General Duties of Library Student Employees Assigned to the Public Services Floors

Definition

This is routine work in the overall operation of the Houston Cole Library. Students in this class will perform specialized assistance to various technical departments within the Library. They will also provide directional assistance to library patrons and assist with special projects as needed. In addition, to the information provided in this manual, individual departments within the library may have other procedures. Library student employees are obligated to follow these basic guidelines and policies/procedures specific to their department.

Examples of Work Performed

• Circulation/Public Services Department
• Acquisitions/Serials Department
• Cataloging Department
• Audio-Visual Center
• Interlibrary Loan Department
• Government Documents Department
• Computer Lab

Circulation/Public Services Department

1. Assist in the management and circulation of library materials
2. Shelve books, periodicals, and microfilm/fiche
3. Straighten, shift, and read book stacks
4. File
5. Provide basic informational and directional assistance to patrons of the library
6. Operate microfilm/fiche/photocopy equipment
7. Assist patrons with use of computer catalog
8. Check bibliographies against library holdings
9. Assist in other areas as needed
**Acquisitions/Serials Department**

1. Assist in the preparation and receipt of book orders
2. Check library holdings
3. Search for items on OCLC
4. Import records from OCLC
5. Create orders
6. Check orders for accuracy
7. Create notes on orders
8. Discharge book shipments received
9. Create invoice records
10. Check accuracy of records
11. Post payments on order record
12. Update catalog
13. Distribute books to appropriate location
14. Assist in sorting incoming mail
15. Check-in periodicals and newspapers
16. Maintain newspaper shelves
17. Unpack bindery shipments
18. Process newly bound periodicals
19. Update library holdings
20. Assist in other areas as needed

**Cataloging Department**

1. Assist in processing materials for shelving
2. Stamp ownership on books and bound periodicals
3. Paste date due slip in books
4. Iron call number labels on cataloged materials
5. Print labels
6. Mend books
7. Edit catalog records as instructed
8. Assist in other areas as needed

**Audio-Visual Center**

1. Assist in operation of AV Center
2. Answer telephone and take requests for AV services
3. Deliver, set up and pick up AV equipment on campus
4. Set up and demonstrate operation of AV equipment
5. Produce media materials - lamination, AV recordings & dupes, transparencies and signs
6. Assist patrons using AV Center
7. Make minor repairs to AV equipment
8. Operate satellite teleconferencing equipment
9. Set up and operate sound & lighting systems on campus

**Interlibrary Loan Department**

1. Assist in operation of Interlibrary Loan Department
2. Retrieve books requested by other colleges
3. Make photocopies of requested journal articles
4. Fax articles as requested
5. Package materials for shipping

**Government Documents Department**

1. Assist in the processing and distribution of government publications
2. Stamp ownership on books and bound periodicals
3. Paste date due slip in books
4. Iron call number labels on cataloged materials
5. File in-process documents by SUDOC number
6. Assist in other areas as needed

**Computer Lab**

1. Check user's ID
2. Maintain computer lab security
3. Provide assistance to users in the use of lab equipment and software
4. Perform routine maintenance on lab equipment (e.g. load paper in printer or replace toner)
5. Report complex problems should be reported to the lab supervisor
6. Maintain a neat and orderly area

**Required Knowledge, Skills, and Abilities**

1. Ability to learn assigned tasks readily and adhere to prescribed procedures
2. Ability to understand call number sequence in shelving system
3. Ability to understand and follow oral and written instructions
4. Ability to communicate effectively with users
5. Ability to lift AV equipment, such as projectors, screens, PA systems
6. Possess keyboard skills necessary to complete work in specific library department
7. Ability to perform related work as assigned

**Qualifications**

1. Must be eligible for the College Work-Study Program.
2. Comply with Financial Aid eligibility regulations and meet library standards for accuracy and attention to detail.

**General Duties of Student Assistants Assigned to the Public Service Floors**

Most important duty is to assist the patrons. Please refer ALL reference questions to the librarian. If the librarian is not available, refer the patron to the 2nd floor reference desk where a librarian is on duty.

1. Bring the books up from the lobby upon arrival to work. Return the lobby truck as soon as possible.
2. Circulate around the floor to collect materials for reshelving and straighten the furniture around the tables and study carrels.
3. Separate the periodicals, reference books, microforms, and circulating materials.
4. Arrange materials in call number order for reshelving.
5. Take materials that belong on other floors to the Circulation Desk for distribution.
6. Shelve materials in the appropriate place and order.
7. Scan shelves for items that are not in the correct place.
8. Report to the floor librarian for additional duties or for reassignment when tasks are completed.
Library Student Employee Work Schedule Form

Name ___________________________________________________________

Local Phone Number _____________________________________________

Email Address __________________________________________________

Work assignment ________________________________________________

CLASS SCHEDULE:

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<th>TIME</th>
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Student _______________________________________ Date__________

Supervisor _________________________________________ Date__________
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<th>CALL NUMBER</th>
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<th>Shelved Correctly? YES or NO</th>
<th>PROBLEM</th>
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CORRECT/TOTAL= ____________________

% CORRECT= ____________________
Shelf Reading Record Form

Area: ____________________________________________________________

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<tr>
<th>NAME</th>
<th>BEGINNING CALL NUMBER</th>
<th>ENDING CALL NUMBER</th>
<th>DAY AND TIME</th>
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Library Student Employee Improvement Form

Date: ___________________

Name: ____________________________

To ensure that you receive a good evaluation at the end of the semester, it is suggested that you improve your job performance in the following area(s):

_____ Late to work
_____ Absence from work
_____ Remaining at your workstation
_____ Picking up books in lobby upon arrival to work
_____ Shelving
_____ Filing
_____ Reading shelves
_____ Patron complaints
_____ Other as listed

Other comments:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Suggestions for improvement:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Please contact the following if you need further information or assistance:

Name: ____________________________
Telephone: ____________________________
e-mail: ____________________________
Available hours: ____________________________
Library Student Employee Training Checklist

(Public Services)

General Overview:
____ Student received and signed a copy of the Library Student Employee Information Sheet
____ Library’s hours and routines were explained.
____ Student E-mail system explained and account activated.
____ Student completed library’s Virtual Tour
____ Student completed Library Tutorial

Physical layout:
____ Directory explained noting the relationship to the LC classification scheme
____ Typical floor layout explained
____ Change machine
____ Break area
____ Locations/Collections explained
____ Reference Area
____ Periodicals (Current, Bound, Microform, Electronic)
____ Textbooks
____ Juvenile Books
____ Alabama Collection

Library’s Webpage:
____ Definition, how to access, what’s in it and what is not
____ WebVoyage Search commands (Keyword, author, title, and subject)
____ Holdings
____ Locations
____ Call numbers
____ Student shown how to locate a book on the shelf
____ Library databases explained
____ Student shown how to locate a periodical (all formats)

Shelving:
____ LC Easy
____ Labels explained
____ Current periodicals
____ TC or Text for Textbooks
____ J or Juv for Juveniles
____ Ref for Reference
____ A or Ala for Alabama Books
____ Circulating/non-circulating CD-ROMS
____ Student practiced putting books in order on truck/truck checked for errors
____ Titles recorded on Shelving Record and shelving checked
Equipment Explained:
____ Photocopy machines and where to get change
____ Computer workstations
____ Location of microform readers
____ Scanner
____ Printing

Ongoing evaluation procedures explained:
____ Shelving Record form explained
____ Shelf Reading Record form explained
____ Evaluation of Student Workers form explained
____ Posttest administered
____ Scanner
____ Printing

Martha Cole Award:
____ Every student is eligible for The Martha Cole Award. The award is given each spring to an outstanding student assistant at the Houston Cole Library, and brings with it $100 cash, which is deposited into the student’s account, courtesy of the Friends of Houston Cole Library.

I, the undersigned have been instructed in the above areas:
______________________, Student Assistant _________ Date
______________________, Supervisor _________ Date___
1. Using the Directory, indicate the floor where books with the following call numbers are located:

<table>
<thead>
<tr>
<th>G</th>
<th>HA</th>
<th>Z</th>
<th>E</th>
<th>KF</th>
<th>RT</th>
<th>PN</th>
<th>TN</th>
<th>PS</th>
<th>CT</th>
<th>JX</th>
<th>GV</th>
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<tr>
<td>67</td>
<td>101</td>
<td>76</td>
<td>35</td>
<td>101.5</td>
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<td>6011</td>
<td>53</td>
<td>3511</td>
<td>100</td>
<td>11</td>
<td>35</td>
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2. Using the numbers 1-7, arrange the call numbers below as they should be shelved:

<table>
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<tr>
<th>QA</th>
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<td>76.4</td>
<td>76</td>
<td>76.25</td>
<td>7</td>
<td>76.76</td>
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3. Microfilm and microfiche can be viewed and/or photocopied using the microform reader printers located on the ________ floor.

4. Where can you access the library’s catalog ____________________ .

5. Circle the easiest and most universally used catalog search command:

   A= Author
   T= Title
   S= Subject
   K= Keyword

6. REF above a call number is an abbreviation for ________________ .

7. Current journal issues are arranged by ____________________________ and are shelved ____________________________ on each floor.

8. Patrons should use an ____________________________ to locate citations for journal articles.
9. A floor map for each floor is located _____________________________ on each floor.

10. Public photocopy machines are located on ____________________ floor.

11. Reserves are located on the _______________ floor.

12. Current periodicals can be identified by ___________________________ and should be shelved _____________________________.

13. A reference librarian can usually be found on the _____________ floor.

14. A label with a "J" or "Juv" above the call number should be shelved on the ____________ floor.

15. Microfiche/microfilm to be shelved should be placed _____________________________.

16. A scanner is available for public use and is located ____________________.

17. Centralized printing is provided from public and lab workstations. The printers are located _____________________________.

18. The library uses the _____________________________ system to manage printing.

19. Where can you find floor directories? ____________________________.

20. Periodical volumes owned by the library are referred to as ____________.

21. Who do you call if you cannot report to work? ______________________

22. My JSU Student E-mail address is ____________________________.

23. Using the Library's Virtual Tour, what are Noah Clevland's "Normal Working Hours"? ____________________________.

24. As described in the Library's Tutorial - What materials can you find in the Library Catalog? ____________________________.

Score  ____________________________
Name  ____________________________
Date  ____________________________
Supervisor  ____________________________
Date  ____________________________
Library Student Employee Shelving Record

Floor: ________
Date: ________
Student: _______________________________

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<tr>
<th>CALL NUMBER</th>
<th>TITLE</th>
<th>Shelved Correctly? YES or NO</th>
<th>PROBLEM</th>
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CORRECT/TOTAL= ____________________

% CORRECT= ____________________