Responsibilities
- Be on time and sign-in
- Shelve fiction and non-fiction books
- Check books in and out
- General cleaning (dust, straighten books and chairs)
- Assist patrons in locating materials
- Update library bulletin boards and displays according to staff directions
- Other library tasks as assigned by staff
- **Good attendance is expected:** assistants missing 2 or more consecutive assigned days will be excused from the position.

How to Become a Student Assistant
- Complete and turn in an application with references (see below)
- Learn the Dewey Decimal Library Classification System (training provided by staff)

Student Assistant Hours
- Before school (8:15am – 9:05am) any day of the week

Thank you for applying to work as a McCleskey Media Center Student Assistant.

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**Student Assistant Application**

All information on the application must be completed. The application must be signed and dated by a parent/guardian.

Student name: ___________________________________________  Grade: ________________

Homeroom: ____________________________________________  Date: ________________

3 Adjectives that describe you: ______________________________________________________

Previous media center experience (Check all that apply to you.):

- _____ 1st-5th grade
- _____ 6th grade
- _____ 7th grade

Why do you want to be a student assistant? ____________________________________________

________________________________________________________________________________

________________________________________________________________________________
I am interested in being a student assistant on the following days:

Monday  ____
Tuesday  ____
Wednesday ____
Thursday ____
Friday   ____

References:
(Ask TWO teachers to complete the following.)

1. ____________________________ (student name) is a responsible and conscientious student. Three adjectives I think of when I think about this student are ________________, ________________, and ________________.

   Signature: ____________________________ Date: __________________

2. ____________________________ (student name) is a responsible and conscientious student. Three adjectives I think of when I think about this student are ________________, ________________, and ________________.

   Signature: ____________________________ Date: __________________

Parent Permission:
My son/daughter, ____________________________, has permission to work in the McCleskey Media Center as a student assistant.

Signature: ____________________________ Date: __________________