

Eugene F. Sullivan Library/Media Center

Be Part of the Crew!

STUDENT LIBRARY ASSISTANT APPLICATION: 2014-2015

Thank you for your interest in volunteering as a Student Library Assistant. Each year I select a small group of students to help me run the Library. Read this application carefully (both sides) and return it to the library no later than **Friday, September 19th**.

A Student Library Assistant should be comfortable interacting with others and enjoy being in the Library. As a Student Library Assistant, you will work alongside Ms. Tanguay, school librarian, and Mrs. Brami, library assistant. Responsibilities will include: checking books in and out, shelving books and other library materials, and helping others in the Library.

Volunteering in the Library requires certain skills, including being able to alphabetize library materials and understanding the Dewey Decimal number system. All Student Library Assistants will be trained to use the computerized circulation system to check books in and out.

Students may apply to volunteer once a week, either before school: Monday-Friday until 7:50 AM, or after school: Monday-Friday until 3:30 PM.

Student Library Assistants are expected to follow these guidelines:

1. **School work comes first!** Make sure all school work and other classroom responsibilities are met.
2. **Behavior counts!** Strive to be respectful, both in and out of the Library.
3. **Being responsible is important!** If you are unable to volunteer at your usual time please let either Ms. Tanguay or Mrs. Brami know as soon as possible.

Fill out both sides of this application and return it to the Library no later than **Friday, September 19th**. Remember to include a parent/guardian signature!

NOTE: If I am unable to select you at this time I will keep your application on file in case an opening becomes available later in the year.

Again, thank you for your interest in becoming a Student Library Assistant. I look forward to working with you and learning about your many special talents and interests!

Ms. Tanguay
School Librarian

Complete the two exercises below to the best of your ability:

1. Write these Dewey Decimal numbers in order, from lowest to highest: 551.5; 398.2; 636.7; 795.357; 823.9; 558.6; 641.2; 001.7; 973.9; 329.7; 811.12; 229.4; 003.7; 551.535; 741.5

2. Write the following names in alphabetical order, from A to Z: Patterson, Dessen, Riordan, Meyer, Sachar, Gantos, Rowling, Kinney, Adams, Flake, Myers, Pierce, Peacock, Flanagan.

Student Name: _____ Grade: _____

Homeroom Teacher: _____ Rm. #: _____

Parent/Guardian Signature: _____

My daughter/son has my permission to volunteer in the Library.

SCHEDULE SELECTION:

Student Library Assistants are scheduled to work **once each week, either before or after school**. Circle any day that you would be able to volunteer.

I can work BEFORE school until 7:50 AM on:

Monday Tuesday Wednesday Thursday Friday

I can work AFTER school until 3:30 PM on:

Monday Tuesday Wednesday Thursday Friday

**Return this application to the Library by Friday, September 19th.
Volunteers will begin the first week in October.**