

Checklist of Skills for Student Library Assistants

School:

Name & Class: _____

Skill Set 1

- Preliminary training by the librarian or assistant: Areas of the library
- Preliminary training (2): Shelving of fiction
- Preliminary training (3): Shelving of non-fiction (Dewey D C)

- Ability to list and locate the 5 main areas of the library.
- Ability to locate the 3 Fiction areas in our library.
- Ability to explain the way fiction is shelved.
- Ability to explain how non-fiction is shelved, and why it is important to keep numbers in order.

- Ability to look for and retrieve Fiction books - knowing the Author & Title.
- Ability to reshelve Fiction books.
- Help fellow students look for and locate fiction books, also by explaining how to do so.

- Ability to look for and retrieve non-fiction books - knowing DD code and title, and area to look.
- Ability to reshelve non-fiction books according to Dewey code.
- Ability to correctly decide which area of non-fiction a book belongs to:
English or foreign lang non-fiction; Melitensia; Textbooks; Teachers' Resources; (Ref)

- Learn/remember the main sections of the Dewey Decimal Classification

- Listing the library resources according to Dewey codes when asked.

Ongoing tasks:

- 1 Go round the stacks and check that books are in proper order and shelved well.
- 2 Take returned books or processed by the librarian and shelve them in their proper place.
- 3 Help students look for books. Ask them if they need help and guide them if needed.
- 4 Remind/tell students to use only upright books on top shelves for now.
- 5 Help answer other students' questions, and direct them to Mr Ivan if necessary.

- 6 Help keep library clean and in order - chairs, tables, etc.

Tell the librarian your availability to help out in the library.

Keep your word - unless it's out of your control.

Be on time.