

MEDIA CENTER ASSISTANT

Classroom Procedures

The responsibility of being a Media Center assistant includes the daily duties and tasks, which must be performed in the Media Center. The grade for these activities will be determined according to the amount and quality of participation in these duties.

The student will perform assigned tasks, which are valuable to an effective Media Center program. Students will receive bimonthly grades that will be based on their attentiveness and accuracy in performing these tasks. Students will also complete a research project that will require them to use the electronic and print resources available in the media center. They will also read a book which they will provide a book review for using a QR code.

A student's effort, attitude, initiative and attendance record will be reflected in the grade for the course and in the citizenship mark.

MEDIA CENTER SERVICES

Class Requirements

I. DAILY DUTIES ALL HOURS:

- A. Straighten Media Center at the beginning and end of the hour.
- B. Check-in books from return bin.
- C. Re-shelf books from shelving cart.
- D. Read assigned shelves on a regular basis (grades will be given twice a marking period).
- E. Assist students at Circulation Desk.

II. DUTIES ASSIGNED BY HOUR:

- A. Circulation Desk
 - 1. Reinforce pass requirements for entrance.
 - 2. Check out materials with computerized system.
 - 3. Assist students in using Online Databases to locate information.
 - 4. Check in materials.
 - 5. Assist students in location of materials.
- B. Processing magazines, filing on rack, maintaining the magazine display.
- C. Maintaining computer lab and fill printers.
- D. Equipment organization, delivery, and set up.
- E. Bulletin board posting.
- F. Paperback organization
- G. Reference area.
- H. Set up special displays to promote reading.
- J. Answer phones.
- I. Cut paper for die-cut machine.
- K. Cleaning and organizing as requested.
- L. Assist with movies in the head-end room.

III. SHELF READING

- A. Re-shelf designated books daily.
- B. Arrange (read) shelves weekly or as circumstances necessitate.

IV. EXAMS – Directions for all assignments can be found on the Media

Center web page under “Class Assignments”, “Media Center Assistant”.

- A. Training Quiz (no grade)
- B. Media Center Procedures
- C. Research Project
- D. QR Code Book Review
- E. Final
- F. **You MAY opt out of the research project and book review by doing a book trailer for one of the Battle of the Books titles. This option is only available from the end of October until the beginning of April.

GRADING PROCEDURES

Quarter grades will be determined according to the following:

Daily Duties	30%
Weekly Jobs	30%
Shelf Reading	30%
Exam Scores	
(Including Research Project and QR code)	10%

100%

Semester Grade:

Quarter Grades	80%
Final Exam	20%

100%