

# **MEDIA CENTER SERVICES**

## **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 and publish inside of Destiny Discover.

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

# **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 as well as manage the beverage bar when it is running.

### **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 new books and arranging them for display
- C. Maintaining computer cart
- D. Equipment organization, delivery, and set up.
- E. Bulletin board posting.
- F. Filling copy machine with paper
- 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 making and selling beverages as there is demand.

### **III. SHELF READING**

- A. Reshelve 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)
- A. Favorite Book/About Me
- B. Research Project/Noodle Tools citation
- C. Destiny Book Review for a book you read during this semester and the library owns
- D. Shelf Grades
- E. **\*\*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	25%
Weekly Jobs	25%
Shelf Reading	25%
Projects	25%
100%	

Semester Grade:

Quarter Grades	80%
Projects	20%
100%	