Library Student Employee Handbook

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Library Student Employee Policy

I. General:

A. Library Operating Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:30 A.M. - 11:00 P.M.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 A.M. - 4:30 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 A.M. - 5:00 P.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>3:00 P.M. - 11:00 P.M.</td>
</tr>
</tbody>
</table>

B. Eligibility:

Federal Work Study Program

A student must be eligible for the Federal Work Study Program to qualify for a student employee position in the library. It is the student’s responsibility to turn in all required documents to the Financial Aid Office before applying for work. New student employees must:

1. Show proof of “work study” eligibility provided by Financial Aid.
2. Produce a valid government issued photo identification and Social Security card to the Human Resources Office.
3. Fill out tax and automatic bank deposit forms in the Human Resources Office. These documents are forwarded to the Payroll Office where a work authorization permit is issued indicating the student has been placed on the payroll. A student cannot begin work until all required forms are submitted to the Payroll Office and a work authorization has been issued.

Graduate Assistants

The Library is approved to offer graduate assistantship positions. To qualify for a graduate assistantship, applicants must submit an application through the College of Graduate Studies and meet the following criteria:

1. Appropriate undergraduate degree from regionally accredited institution.
2. Preference will be given in consideration of grade point average.
3. Applications must demonstrate a desire to work with undergraduate and graduate students.
4. Must possess the ability to communicate effectively in English.
5. Applicants must agree to enroll in a graduate program for at least six (6) graduate semester hours at JSU and maintain good standing.
6. Applications are accepted at any time and are active for a period of one semester. Applicants must reapply prior to the beginning of each semester to maintain an active status of their files. Applications may be
reviewed at any time as positions filled.

C. Student employees will be assigned to the following departments in the Library:

1. Circulation/Reference
2. Instructional Media and Special Events Services (IMS)
3. Lab Assistant
4. Technical Services

D. Job descriptions are on file in the offices of Financial Aid, the College of Graduate Studies, and the Dean of Library Services.

E. Evaluations:

1. The supervisor completes evaluations near the end of each term.
2. Evaluations become part of the student employee’s file at the Library and in the Financial Aid Office or College of Graduate Studies Office.
3. Continuation of student employment or graduate assistantships from one semester to another is contingent on the student employee receiving a satisfactory evaluation at the end of each semester and as well as meeting the needs of the library.
4. Student employees will receive a Student Employee Improvement Form if it is evident a problem is developing with their work. Their supervisor will give suggestions for and assistance in improving a problem. Continued lack of improvement will result in the loss of the student employee’s job.
5. When prospective employers call for references, these evaluations are used.

F. Student employees are representatives of the Library. As such they should adhere to the following guidelines and regulations:

1. Courteous behavior towards Library patrons and staff is imperative.
2. If asked a question that they cannot answer, the student employee should seek the assistance of a member of the Library staff.
3. Library work comes first.
4. The student employee should not encourage friends to visit while they are working.
5. Student employees should remain in their assigned areas unless they need the assistance of a member of the Library staff, or are fulfilling other assigned duties.

G. Student employees are hired for one semester at a time and are expected to work the entire semester.

H. Every effort will be made to assign each student employee a work schedule that will accommodate both Library and student needs. Library departmental supervisors will assign schedules.
II. Attendance:

A. If a student employee must be absent, he/she should call and leave a message at the Circulation Desk (256-782-5758) OR complete the Student Assistant Absence/Tardiness Form on the Library’s website linked both on the Request Forms page and the About Us page under Staff Resources.

Student employees who are absent three times without notification will have their employment with the Library terminated.

B. Time Keeping Policy:

1. Student employees are required to sign the appropriate time sheet upon arrival at work and again when they depart, and have a staff member initial the times.
2. Payroll is based on the hours recorded on the official library time report sheet.
3. Falsification of the time worked will result in the immediate termination of the student employee’s job with the Library.

C. Payroll and Paychecks:

1. The student payroll is signed in the Head of Public Service’s Office on the 4th Floor. Students who fail to sign the payroll will not be paid.
2. Students who will be unable to sign the payroll as scheduled can sign a form in the Head of Public Service’s Office on the 4th Floor at any time during that month to allow them to be paid.
3. Paychecks are automatically deposited to the student’s account on the 15th working day of each month. Pay stubs are sent to the Head of Public Service’s Office and can be picked up there.

III. Student Employee Training:

1. The Stack Manager will conduct orientation and training during the day for all student employees.
2. Personnel in the Technical Services areas and in IMS will supervise additional student employee training in these areas.
LIBRARY STUDENT EMPLOYEE EVALUATION FORM

Student Employee Name: ______________________________

Department: ______________________________

Evaluation Period: ______________________________

Please circle the appropriate response to each item:

1. RELATION WITH OTHERS:
The student employee
   a. works very well with others.
   b. works satisfactorily with others.
   c. has some difficulty working with others.
   d. works poorly with others.

5. ABILITY TO LEARN:
The student employee
   a. learns very quickly.
   b. is above average in learning.
   c. is average in learning.
   d. is below average in learning.

2. ATTITUDE - APPLICATION TO WORK:
The student employee
   a. is enthusiastic about work.
   b. is very interested.
   c. is somewhat interested.
   d. is indifferent.

6. QUALITY OF WORK
   The quality of the student employee’s work is
   a. exceptional.
   b. above average.
   c. average.
   d. below average.

3. DECISION-MAKING ABILITY:
The student employee
   a. is exceptional in making decisions.
   b. is above average in making decisions.
   c. is average in making decisions.
   d. is below average in making decisions.

7. ATTENDANCE/PUNCTUALITY:
The student employee is absent or tardy
   a. infrequently.
   b. occasionally.
   c. frequently.
   d. excessively.

4. DEPENDABILITY:
The student employee is
   a. completely dependable.
   b. above average in dependability.
   c. average in dependability.
   d. below average in dependability.

8. OVERALL RATING:
The student employee’s overall rating is
   a. exceptional.
   b. above average.
   c. average.
   d. below average.
Student Employee Evaluation

COMMENTS:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

EVALUATED BY: __________________________________________ DATE: ____________
Supervisor

REVIEWS BY: __________________________________________ DATE: ____________
Student Employee

Will this student be considered for rehire? YES_______ NO_______
Library Student Employee Improvement Form

Date: __________________________

Name: __________________________

To ensure that you receive a good evaluation at the end of the semester, it is suggested that you improve your job performance in the following area(s):

_____ Late to work
_____ Absence from work
_____ Remaining at your workstation
_____ Shelving
_____ Filing
_____ Reading shelves
_____ Patron complaints
_____ Other as listed

Other comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Suggestions for improvement:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please contact the following if you need further information or assistance:

Name __________________________
Telephone _______________________
E-mail __________________________
Available hours ____________________

Student Employee ___________________ Date ____________

Supervisor ________________________ Date ____________
ABOUT THE HOUSTON COLE LIBRARY

The University was established as a state teacher's college in 1883. Named for President Emeritus Dr. Houston Cole, the Houston Cole Library was built in 1972. The facility is a thirteen story, red granite building divided into eight micro libraries. Floors two through seven and nine through ten are divided into public subject areas and are managed by subject specialist librarians. Each public service librarian is responsible for collection maintenance and development, supervision of student employees, liaison activities, and instruction. The Library is staffed with fourteen professional and nineteen paraprofessional employees.

The Library's collection consists of over 700,000 titles. Many electronic databases are available to provide access to the library's collections and other sources. In addition to the 27 public computer workstations, students have access to a computer lab housed on the tenth floor. Other services within the Library are interlibrary loan, self-service photocopying, conference rooms, and IMS services.
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>EXT.</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnett-Ellis, Paula</td>
<td>Health/Sciences Librarian, 9th Floor</td>
<td>5249</td>
<td><a href="mailto:pbarrett@jsu.edu">pbarrett@jsu.edu</a></td>
</tr>
<tr>
<td>Batchelor, Bill</td>
<td>Public Services Assistant, Circulation Department</td>
<td>5758</td>
<td><a href="mailto:bbwbatch@jsu.edu">bbwbatch@jsu.edu</a></td>
</tr>
<tr>
<td>Bevis, Mary</td>
<td>Head of Serials/Acquisitions, Technical Services</td>
<td>5254</td>
<td><a href="mailto:mbevis@jsu.edu">mbevis@jsu.edu</a></td>
</tr>
<tr>
<td>Cain, Linda</td>
<td>History &amp; Geography Librarian, 3rd floor</td>
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<td><a href="mailto:lcain@jsu.edu">lcain@jsu.edu</a></td>
</tr>
<tr>
<td>Cantrell, Alisha</td>
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<td>5761</td>
<td><a href="mailto:afcantrell@jsu.edu">afcantrell@jsu.edu</a></td>
</tr>
<tr>
<td>Cleveland, Noah</td>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Deering-Barrett, Debra E.</td>
<td>Supervisor of User Services</td>
<td>5243</td>
<td><a href="mailto:deering@jsu.edu">deering@jsu.edu</a></td>
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<tr>
<td>Fragoso, Debra</td>
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<td><a href="mailto:dfragoso@jsu.edu">dfragoso@jsu.edu</a></td>
</tr>
<tr>
<td>Gowens, Lisa</td>
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</tr>
<tr>
<td>Graham, John-Bauer</td>
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<td><a href="mailto:jgraham@jsu.edu">jgraham@jsu.edu</a></td>
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<tr>
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</tr>
<tr>
<td>Heathcock, Laurie</td>
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<td>5245</td>
<td><a href="mailto:charnigo@jsu.edu">charnigo@jsu.edu</a></td>
</tr>
<tr>
<td>Henning, Arland</td>
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<td>5238</td>
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<tr>
<td>Henson, Alisha</td>
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<td><a href="mailto:ahenson@jsu.edu">ahenson@jsu.edu</a></td>
</tr>
<tr>
<td>King, Teresa</td>
<td>Public Services Assistant, Circulation Department</td>
<td>5758</td>
<td><a href="mailto:tonking@jsu.edu">tonking@jsu.edu</a></td>
</tr>
<tr>
<td>Knight, Carley</td>
<td>Fine Arts, Communication, Language Librarian, 6th Floor</td>
<td>5426</td>
<td><a href="mailto:esknight@jsu.edu">esknight@jsu.edu</a></td>
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<tr>
<td>Latham, Bethany</td>
<td>Electronic Resources/Documents</td>
<td>8195</td>
<td><a href="mailto:blatham@jsu.edu">blatham@jsu.edu</a></td>
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<tr>
<td>McCormick, Jan</td>
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<td>Nuttall, Harry</td>
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<tr>
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<td>Reeves, Linda</td>
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<tr>
<td>Stevens, Kimberly</td>
<td>Cataloging Librarian, Technical Services</td>
<td>5762</td>
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<tr>
<td>Tang, Yingqi</td>
<td>Distance Education/Electronic Resources Manager</td>
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<td><a href="mailto:tang@jsu.edu">tang@jsu.edu</a></td>
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<td>Taylor, Doug</td>
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<td>Third, Zachary</td>
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<tr>
<td>Wang, Hanrong</td>
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<tr>
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<td><a href="mailto:swiggins@jsu.edu">swiggins@jsu.edu</a></td>
</tr>
</tbody>
</table>

Revised February 11, 2015
Floor Directory

WELCOME TO HOUSTON COLE LIBRARY
WE ARE HERE TO ASSIST YOU - PLEASE ASK

Library Hours
Monday - Thursday 7:30am - 11:00pm
Friday 7:30am - 4:30pm
Saturday 9:00am - 5:00pm
Sunday 3:00pm - 11:00pm

Directory

12th Floor
Observation Deck and Study Floor

11th Floor
Conference Center

10th Floor
10-A Computer Lab
10-B Classroom

9th Floor
S,T,U
V,K

8th Floor
Observation Deck and Study Floor

7th Floor
PQ-PZ

6th Floor
Listening Lab
Quiet Study Floor

5th Floor
J=Juvenile GV, I
TC=Textbooks

4th Floor
Laptop Study Area

3rd Floor
D,E,F,G
(ex GV)

2nd Floor
Scanner
Reference Desk

Ground Floor
Learning Services
Audio/Visual Instruction Technical Services

Access to the Online Catalog and other electronic resources is available on each floor

Rev 10/10
Supervisor’s Job Description

The Stack Manager is in charge of supervising student employees within the library. The Stack Manager is a member of the circulation department and reports directly to the Supervisor of User Services. The Stack Manager works closely with the Dean’s Secretary and the Departmental Secretary with hiring, firing, payroll and scheduling of student employees. The Stack Manager conducts all student employee orientations, assigns students to work details, and coordinates specific projects (i.e. shifting shelving, or other stack maintenance) between the student employees and HCL faculty/staff. The Stack Manager is responsible for training, continuing education, and evaluations of student employees.

The Dean’s Secretary is responsible for hiring student employees and interfaces with the Financial Aid Office, the Graduate Office and the Payroll Office.

The Departmental Secretary is responsible for student payroll. This includes keeping track of hours worked, disbursing pay stubs, and interfacing with the Stack Manager concerning the number of hours that the student employees work. The Departmental Secretary interfaces with the Payroll Office.
FLOOR DESCRIPTION AND UNIQUE FEATURES

GROUND FLOOR:

An electronic classroom with a computer and video projection unit, as well as computers for students in library instruction classes, is located on the ground floor. The classroom is for library use only and is reserved through Ms. Hanrong Wang.

The Technical Services Department is also located on the ground floor. The Technical Services area houses the Library’s mail center. It also includes the following departments:

Head of Technical Services: This department handles the overall management, operation, long range planning, policy and procedure development, and documentation of the following services: bibliographic verification, binding, acquisitions, physical processing, cataloging, serial and government documents, and automated services. Ms. Jodi Poe is the Head of Technical Services.

Acquisitions/Serials Department: This department handles the ordering and receiving of library materials. This department also processes binding. Ms. Mary Bevis is the Serials and Acquisitions Librarian.

Cataloging Department: This department handles the cataloging and processing of library materials. Ms. Kim Stevens is the Senior Catalog Librarian and Mr. Arland Henning is the Catalog Librarian.

Distance Education/Electronic Resources Department: This department is responsible for communicating and assisting the distance education faculty and students. It is also responsible for maintaining the Library’s electronic resources. Ms. Yingqi Tang is the Distance Education/Electronic Resources Manager.

Government Documents Department: This department handles the cataloging and processing of governmental materials. Ms. Bethany Latham is the Electronic Resources/Government Documents Librarian.

Instructional Media and Special Events Services is also located on the ground floor. IMS provides media support for University courses and special events on campus and assistance with the creation of audio and video materials. Mr. Tony Gravette is the Director of Instructional Media Services.

LOBBY:

The Circulation Desk is located in the lobby. Patrons check materials in and out at this desk. Printing from the computer workstations are also centralized here. The User Services Supervisor is Ms. Debra E. Deering- Barrett
The Reserve Desk is also located in the lobby. Patrons may check out print reserve items here.

The Inter-Library Loan Department is also located in the lobby.

In addition, the refreshment area, a public telephone, the current popular journals for leisure reading, and Jazzman’s are located in the lobby.

2ND FLOOR:

The second floor houses the general works, philosophy, psychology religion, and library science collections (A-C & Z). Also located on this floor are the newspapers, and the General Reference Desk. Ms. Charlcie Pettway Vann is the 2nd floor librarian.

To the far right of the General Reference Desk is the Government Documents Vertical File Cabinet. This cabinet contains ephemeral documents that are filed in folders arranged by the Superintendent of Documents classification number. These items are in the catalog for access and can be photocopied.

The Magazine Collection and Business Collection cartridges are also housed on this floor.

3RD FLOOR

The third floor houses the history anthropology and geography collections (D-G, except GV’s). The atlases, maps, and census are also stored on this floor. Ms. Linda Cain is the 3rd floor librarian.

Atlases: An atlas is a volume of maps. The atlases are marked with ATLAS above the call number. These are shelved in the reference collection unless there is an additional label that reads: ATLAS CASE. Those with the additional label, ATLAS CASE, should be shelved in the Atlas Cases in the center of the room on the north side of the floor.

Maps: The Maps are stored in map cabinets and in a stand across from the reference desk. Blank maps for photocopying can be found in large binders kept behind the desk. Maps on File, State Maps on File, and Geography on File are in a green filing cabinet behind the desk.

Census: The United States Census is in microfilm arranged by state and decade. The Soundex microfilms that are shelved with the census index these reels.

Editorials on File is an objective, timely compilation of editorial opinion chosen from more than 150 daily North American newspapers. It is updated twice monthly with issues that should be filed in the large green binder behind the desk. These are indexed by monthly indexes printed on green paper and every quarter these are combined in a cumulative index printed on ivory paper. The
binder should never contain more than two indexes, one ivory and one green.

Facts on File Weekly World News Digest is a detailed, objective and timely weekly distillation of the news and current information as reported in more than 70 major newspapers and news magazines from the U.S. and around the world. It is updated weekly and filed in a large blue binder behind the desk. File each weekly News Digest in the binder immediately behind the preceding issue, so the page numbers run in sequence. The Facts on File Index is published twice monthly. Blue indexes cover information published during the most recent quarter. Each blue index replaces the previous blue index. At the end of each quarter, all indexing up to that point is compiled in a yellow index. Each yellow index replaces all prior blue and yellow indexes. The binder should never contain more than two indexes--one yellow and one blue. Check the box on the front of each page for filing instructions.

**Binder filing hint:** A downward pull on the slide bar at the back unlocks all three posts simultaneously, and the back cover swings clear of the posts. To file a new issue, lift off the indexes and the index separator and place the issue face down on top of the preceding issues so that the page numbers run in sequence. File the index or indexes behind the index separator at the back of the binder. See the filing instructions on the first page of each index.

The Micro Book Library of American Civilization is a collection of books filmed on 3" x 5" ultra fiche cards. These are microfiche with images so small that a single fiche can contain up to 1,000 pages of material. These are filed by fiche number in the light colored card catalog cabinet near the atlas cases on the north side of the floor. The call number for this collection is E12/. L5/LAC. These require a special reader to view.

**4TH FLOOR:**

The office of the Head of Public Services and the office of the departmental secretary are located on the 4th floor.

**Head of Public Services:** This department manages all functions of the public services areas of the library: Reference Services, Instruction, User Services, and Outreach.

**Departmental Secretary:** The Departmental Secretary has many duties including: managing an administrative office; preparing faculty and staff meetings; secretarial work associated with the Library, and other special projects. **Ms. Jan McCormick is the Departmental Secretary to the Head of Public Services and the Head of Technical Services.**

The fourth floor houses the business and social sciences (criminal justice, political science, sociology and social work) collections (H-J). **Mr. Doug Taylor is the 4th-floor librarian.**
Various Microfiche Collections are housed on the 4th floor: The United States Congressional Serial Set: This is a set of congressional publications formatted onto microfiche filed by year and then by the Superintendent of Documents classification number in the cabinets located in the center of the north side of the floor. They are classed (Microfiche/J66)

Hearings and Committee Prints (Congressional Committee Hearings): This is a collection of reports from congressional hearings formatted onto microfiche filed by year and then by the Superintendent of Documents classification number in the cabinets located in the center of the north side of the floor. They are classed (Microfiche/J74)

Human Relations Area Files: The HRAF files are a collection of mostly primary source materials on a large sample of cultures or societies. These are classed H31/. H8 and filed by the Outline of World Cultures (OWC) code.

Crime & Juvenile Delinquency Collection: A collection of reports and studies issued by a wide variety of governmental and non-governmental agencies and individual authors selected from the National Council on Crime and Delinquency library. These are classed HV6025/. M5248x

Housing and Urban Affairs Collection: A collection of selections from the Department of Housing and Urban Development. They are primarily reports and studies issued by governmental and non-governmental agencies and individual authors. These are classed HD7293/. M44.

Rehabilitation and Handicapped Literature: This is a collection of important studies, reports, and texts that provide a view of all aspects of rehabilitation. The documents are primarily reports and studies written by individuals, government agencies, or private agencies. These are classed HD7255/. R453x.

Model Cities Collection: This collection is comprised of reports and studies sponsored by the U.S. Dept. of Housing and Urban development. It covers such key issues as transportation, urban design, residential rehabilitation employment, community health services, recreation facilities, and day care centers. (HT167/. M62)

5th Floor:

The fifth floor houses the education collection (GV and L). This includes the ERIC, textbook, juvenile, and physical education collections. Ms. Laurie Heathcock is the 5th floor librarian.

Textbook Collection: The textbook collection is comprised of elementary and secondary textbooks in all areas. Their classification is A-Z and the Text or TC above the call number can identify them. These are shelved on the northeast side of the floor by the sofas.
Juvenile Collection: The juvenile collection is comprised of children's books in all areas. Their classification is A-Z and the J or Juv above the call number will identify them. This collection is shelved next to the Textbook collection on the northeast side of the floor.

ERIC Microfiche Collection: This is a microfiche collection that is updated monthly. The fiche are stored in the cabinets in the center of the north side of the floor. They are filed chronologically by the ED number located in the upper right corner of the microfiche.

Adoption Textbooks: This collection contains textbooks the library is required to put on display by the state. The books have no call numbers and are usually shelved according to publisher. Please see the librarian if you have any questions.

6TH FLOOR:

The sixth floor houses the art, communication, music, and language arts collections (N-PN). The 6th floor librarian is Ms. Carley Knight. The listening lab is also located on this floor.

Listening Lab: Houses the music reserves, oral history collection, audio-cassettes, and video discs, along with a variety of equipment to listen to or view Library audio-visual materials. The Stack Manager or circulation staff manages the Listening Lab.

Musical Score Collection: The score collection is shelved on the southeast side of the floor at the beginning of the general stack collection. The MS or the word, SCORE above the call number on the label will identify them.

7TH FLOOR:

The seventh floor houses the literature collection (PQ-PZ). Mr. Harry Nuttall is the 7th floor librarian.

On the north wall carrels are the blue- bound Dictionary of Literary Biography volumes along with supplements and yearbooks. These are useful for obtaining biographical and critical background information on an author.

8TH FLOOR:

The 8th floor houses administrative offices and the Offices for the Dean of Library Services. Mr. John-Bauer Graham is the Dean of Library Services. Ms. Alisha Henson is the Secretary to the Dean of Library Services.
9TH FLOOR:

The ninth floor houses the math, science, and nursing collections (Q-R). Ms. Paula Barnett-Ellis is the 9th floor librarian.

Fort McClellan Information Repository: This is a special collection of documents covering the environmental aspects of the closing and cleanup of Fort McClellan. These items are shelved on the wall across from the 9th floor desk and do not circulate. Anniston Army Depot documents are shelved on the Northwest wall between the water fountain and stairwell.

10TH FLOOR:

The tenth floor houses the law, agriculture, technology, and military science collections (K, S-V). The 10th floor librarian is Ms. Hanrong Wang. The Computer Lab and the Alabama Gallery are also on this floor.

Alabama Collection: The Alabama Gallery is the library's special collections area. The Gallery houses two collections: The Alabama Collection and the Rare Book Collection. The doors of the Gallery should remain locked. The librarian on duty may permit access to researchers. A staff member must be present while a patron utilizes the collections. Materials may only be removed for photocopying with the permission of the staff person present. It is closed on the weekends and in the evenings.

Seminar Room: Conference Room B is set up to be a seminar room. It has a computer, video projection unit, and screen, as well as tables and chairs arranged in a U-shape. This room is reserved through Ms. Hanrong Wang.

Computer Lab: The computer lab is for use by persons with a valid ID. A student assistant will be assigned to this area. The computers in the lab print to the lobby printers.

Loose-leaf Services: The library subscribes to various loose-leaf services. These are books formatted for ring binders to facilitate easy updating. U.S. Reports (Ref/KF 101.U5) and Banking Law Journal Digest (Ref/KF971.3 B3) are examples of these. Please ask the 10th floor librarian for filing instructions for these services.

Pocket books: There are a number of books, for example the Alabama Code, for which updates or supplements are issued periodically. When updates are received, the old supplements need to be replaced with the new ones.

House and Senate Bills (microfiche): House of Representatives bills—House resolutions—House joint resolutions—House concurrent resolutions—Senate bills—Senate resolutions—Senate joint resolutions—Senate concurrent resolutions—Senate executive documents amendments (KF16.U5x). These are filed in the cabinet to the left of the reference desk. These are now available electronically.
11th Floor:

Conference rooms. **Ms. Alisha Henson, Secretary to the Dean of Library Services**, handles the reservations for events to be held on this floor.

12th Floor:

Observation deck. Tables have been placed on this floor for studying. The doors to the deck should remain locked. Visitors desiring access to the deck may request permission at the Circulation Desk. A library staff member should remain with visitors while they are on the deck.
Student Employee Information Sheet

Library Operating Hours:

- **Monday - Thursday**: 7:30 A.M. - 11:00 P.M.
- **Friday**: 7:30 A.M. - 4:30 P.M.
- **Saturday**: 9:00 A.M. - 5:00 P.M.
- **Sunday**: 3:00 P.M. - 11:00 P.M.

You may not begin work until the Secretary to the Dean of Library Services has received authorization from the Financial Aid Office.

Student Employees may be assigned to the following departments:

- **Acquisitions/Serials** - report to: Mary Bevis, Basement
- **Circulation/Shelving** - report to: Stack Manager, Listening Lab, 6th Floor
- **Instructional Media and Special Event Services** - report to: Tony Gravette, Basement

Student assignments are based on library needs each semester. Student employees should have no expectation of continuing employment beyond the current semester.

Work hours will be scheduled between 7:30 AM - 4:30 PM for Acquisitions/Serials and IMS and Circulation/Shelving and other departments according to hours required for public services desk coverage. Students are required to consistently work the schedule arranged by their supervisor at the beginning of the semester.

Student employees should not eat, drink, smoke, place or receive personal phone calls during work time. Friends are not allowed to visit during scheduled work time.

Student employees should stop at the desk in the lobby to sign in on the daily time sheet and check for notes indicating their assignment for the day; otherwise report to their assigned supervisor. Remember to sign out when you are leaving work. Falsifying a time sheet will result in the loss of your job. It is very important that you sign in/out and work your scheduled hours each day.

The Student employee payroll is signed in the Lobby. Students that fail to sign the payroll will not be paid.

Paychecks are automatically deposited to the students checking/savings account on the 15th working day of each month. Paystubs are sent to the Head of Public Services’ Office and can be picked up there.

Students who are unable to sign the payroll sheet can sign a form in the Head
of Public Service’s Office at any time during the month. This will allow them to be paid in the event that they cannot sign the payroll sheet.

All phone calls to report an absence or tardiness should be directed to the Circulation Desk at 256-782-5758 where it will be noted on the time sheet and the appropriate supervisor will be notified.

OR

Email notices should be made using the Student Employee Absences/Tardiness Form (on the Library website). The form will be disseminated automatically to the Stack Manager, the Secretary to the Dean, the Supervisor of User Services, the Departmental Secretary, and the Director of IMS.

Attendance is very important and continuous absences will result in the loss of your job.

Signature ___________________________ Date ________

Student Employee
Library Student Employee Job Descriptions

- Definition
- Examples of Work Performed
- Required Knowledge, Skills, and Abilities
- Qualifications
- General Duties of Library Student Employees Assigned to the Public Services Floors

Definition

This is routine work in the overall operation of the Houston Cole Library. Students in this class will perform specialized assistance to various technical departments within the Library. They will also provide directional assistance to library patrons and assist with special projects as needed. In addition to the information provided in this manual, individual departments within the library may have other procedures. Library student employees are obligated to follow these basic guidelines and policies/procedures specific to their department.

Examples of Work Performed

- Acquisitions/Serials Department
- Circulation/Public Services Department
- Computer Lab
- Instructional Media and Special Events Services
- Listening Lab

Acquisitions/Serials Department

1. Assist in the preparation and receipt of book orders
2. Check library holdings
3. Search for items on OCLC
4. Import records from OCLC
5. Create orders
6. Check orders for accuracy
7. Create notes on orders
8. Discharge book shipments received
9. Create invoice records
10. Check accuracy of records
11. Post payments on order record
12. Update catalog
13. Distribute books to appropriate location
14. Assist in sorting incoming mail
15. Check-in periodicals and newspapers
16. Maintain newspaper shelves
17. Unpack bindery shipments
18. Process newly bound periodicals
19. Update library holdings
20. Assist in other areas as needed

**Circulation/Public Services Department**

1. Assist in the management and circulation of library materials
2. Shelve books, periodicals, and microfilm/fiche
3. Straighten, shift, and read book stacks
4. File
5. Provide basic informational and directional assistance to library patrons
6. Operate microfilm/fiche/photocopy equipment
7. Assist patrons with use of computer catalog
8. Check bibliographies against library holdings
9. Assist in other areas as needed

**Computer Lab**

1. Check user's ID
2. Maintain computer lab security
3. Provide assistance to users in the use of lab equipment and software
4. Report complex problems to supervisor
5. Maintain a neat and orderly area

**IMS**

1. Assist in operation of IMS
2. Answer telephone and take requests for services
3. Deliver, set up and pick up equipment on campus
4. Set up and demonstrate operation of equipment
5. Produce media materials - lamination, recordings & dupes, transparencies and signs
6. Assist patrons using IMS
7. Make minor repairs to equipment
8. Operate satellite teleconferencing equipment
9. Set up and operate sound & lighting systems on campus
**Listening Lab**

1. Assist in management and circulation of library materials and equipment
2. Maintain Listening Lab Policy and Procedure
3. Answer telephone
4. Maintain neat and orderly area
5. Provide basic informational and directional assistance to patrons of the library
6. Assist patrons with computer catalog
7. Assist in other areas as needed

**Required Knowledge, Skills, and Abilities**

1. Ability to learn assigned tasks readily and adhere to prescribed procedures
2. Ability to understand call number sequence in shelving system
3. Ability to understand and follow oral and written instructions
4. Ability to communicate effectively with users
5. Ability to lift equipment, such as projectors, screens, PA systems
6. Possess keyboard skills necessary to complete work in specific library department
7. Ability to perform related work as assigned

**Qualifications**

1. Must be eligible for the Federal Work Study Program or the Graduate Assistant Program
2. Comply with Financial Aid eligibility regulations and meet library standards for accuracy and attention to detail.
**General Duties of Student Employees Assigned to the Public Service Floors**

Please refer ALL reference questions to the librarian. If the librarian is not available, refer the patron to the 2nd floor reference desk where a librarian is on duty.

1. Bring the books up from the lobby and distribute to appropriate floor.
2. Circulate around the floor to collect materials for re-shelving and straighten the furniture around the tables and study carrels.
3. Separate the periodicals, reference books, microforms, and circulating materials.
4. Arrange materials in call number order for re-shelving.
5. Take materials that belong on other floors to the Circulation Desk for distribution.
6. Shelve materials in the appropriate place and order.
7. Scan shelves for items that are not in the correct place.
8. Inventory/Shelf Reading library material.
9. Report to appropriate supervisor for additional duties or for reassignment when tasks are completed.
Library Student Employee Work Schedule Form

Name ____________________________ Phone ____________________________ Number
Email ____________________________ Phone ____________________________ Address
Work assignment ____________________________

CLASS SCHEDULE:

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<th>Time</th>
<th>Monday</th>
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</table>

Student ____________________________ Date ____________

Supervisor ____________________________ Date ____________
Library Student Employee Shelving Record

Floor: ________

Date: ________

Student: ________________________

<table>
<thead>
<tr>
<th>CALL NUMBER</th>
<th>TITLE</th>
<th>Shelved Correctly? YES or NO</th>
<th>PROBLEM</th>
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</tbody>
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CORRECT/TOTAL= ____________________

% CORRECT= _____________________
# Library Shelf Reading Record Form

Area: ____________________________________________________________

<table>
<thead>
<tr>
<th>NAME</th>
<th>BEGINNING CALL NUMBER</th>
<th>ENDING CALL NUMBER</th>
<th>DAY AND TIME</th>
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Library Student Employee Training Checklist

General Overview:

___ Student received Training Packet
___ Library hours and routines explained.
___ Student completed Library Tutorial

Physical layout:

___ Floor Directory explained
___ Break area
___ Locations/Collections explained
___ Reference Area
___ Periodicals (Current, Bound, Microform, Electronic)
___ Textbooks
___ Computer Lab
___ Listening Lab
___ Alabama Collection

Library's Webpage:

___ Houston Cole Library Home page
___ WebVoyage Search commands (Keyword, author, title, and subject)
___ Holdings
___ Locations
___ Call numbers
___ Student shown how to locate a book on the shelf
___ Library databases explained
___ Student shown how to locate a periodical (all formats)

Shelving:

___ LC Easy
___ Labels explained
___ Current periodicals
___ TC or Text for Textbooks
___ J or Juv for Juveniles
___ Ref for Reference
___ A or Ala for Alabama Books
Circulating/non-circulating CD-ROMS
Student practiced putting books in order on truck/truck checked for errors
Titles recorded on Shelving Record and shelving checked

Equipment Explained:

Photocopy machines and where to get change
Computer workstations
Location of microform readers
Listening Lab computers and equipment
Scanner
Printing

Ongoing evaluation procedures explained:

Library Student Employee Policy and Procedure reviewed
Library Student Employee Job Description
Student Employee Absence/Tardiness form explained
Library Student Employee Improvement form explained
Evaluation of Student Employee explained
Library Student Employee Shelving record explained
Shelf Reading Record Form explained
Listening Lab Policy and Procedure reviewed
General Duties of Student Employee reviewed
Timesheet reviewed
Post test administered

Expectations:

Punctuality
Attendance
Communication
Team Work

Martha Cole Award:
Every Library student employee is eligible for The Martha Cole Award. The award is given each spring to an outstanding student employee at the Houston Cole Library, and brings with it $100 cash. These funds are deposited into the student's account, courtesy of the Friends of Houston Cole Library. This award may only be received one time.

I, the undersigned, have been instructed in the above areas:

____________________________, Student Employee ________Date

____________________________, Supervisor ___________ Date
Library Student Employee Training Post Test

1. Using the Directory, indicate the floor where books with the following call numbers are located.

<table>
<thead>
<tr>
<th>G</th>
<th>HA</th>
<th>Z</th>
<th>E</th>
<th>KF</th>
<th>RT</th>
<th>PN</th>
<th>TN</th>
<th>PS</th>
<th>CT</th>
<th>JX</th>
<th>GV</th>
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</thead>
<tbody>
<tr>
<td>67</td>
<td>101</td>
<td>76</td>
<td>35</td>
<td>101.5</td>
<td>1</td>
<td>6011</td>
<td>53</td>
<td>3511</td>
<td>100</td>
<td>11</td>
<td>35</td>
</tr>
</tbody>
</table>

2. Using the numbers 1-7, arrange the call numbers below as they should be shelved:

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<tr>
<th>QA</th>
<th>QA</th>
<th>QA</th>
<th>QA</th>
<th>QA</th>
<th>QA</th>
<th>Q</th>
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<tbody>
<tr>
<td>76.4</td>
<td>76</td>
<td>76.25</td>
<td>7</td>
<td>76.76</td>
<td>76.76</td>
<td>125</td>
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</table>

3. Microfilm and microfiche can be viewed and/or photocopied using the microform reader printers located on the ________floor.

4. Where can you access the library’s catalog __________________________?

5. Circle the easiest and most universally used catalog search command:

A= Author
T= Title
S= Subject
K= Keyword

6. REF above a call number is an abbreviation for ________________________.

7. Current journal issues are arranged by ____________________________ and are shelved ____________________________ on each floor.

8. Patrons should use an ____________________________ to locate citations for journal articles.

9. A floor map for each floor is located ____________________________ on each floor.

10. Public photocopy machines are located on ____________________________floor.
11. Reserves are located on the ___________ floor.

12. Current periodicals can be identified by __________________________ and should be shelved __________________________.

13. A reference librarian can usually be found on the ___________ floor.

14. A label with a "J" or "Juv" above the call number should be shelved on the ___________ floor.

15. Microfiche/microfilm to be shelved should be placed __________________________ __________________________.

16. A scanner is available for public use and is located __________________________.

17. Centralized printing is provided from public and lab workstations. The printers are located __________________________.

18. The library uses the __________________________ system to manage printing.

19. Where can you find floor directories? __________________________.

20. Periodical volumes owned by the library are referred to as ___________.

21. Who do you call if you cannot report to work? __________________________.

22. My JSU Student Email address is __________________________.

23. Using the Library's Virtual Tour, what are Noah Cleveland's "Normal Working Hours"? __________________________.

24. As described in the Library's Tutorial - What materials can you find in the Library Catalog? __________________________.

Score __________________________

Student Employee __________________________
Date __________________________

Supervisor __________________________
Date __________________________
Library Student Employee Shelving Record

Floor: ________________
Date: ________________
Student Employee: ____________________

<table>
<thead>
<tr>
<th>CALL NUMBER</th>
<th>TITLE</th>
<th>SHELVED CORRECTLY</th>
<th>PROBLEM</th>
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CORRECT/TOTAL= ________________

% CORRECT= ________________