LIBRARY STUDENT ASSISTANT POLICY

1. General:

A. Library Operating Hours:

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

B. Eligibility:

College Work Study Program

A student must be eligible for the College Work Study Program to qualify for a student assistant 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 assistants must:

i. Show proof of work study eligibility provided by Financial Aid.
ii. Produce a valid government issued photo identification and social security card.
iii. Fill out tax and automatic bank deposit forms provided by the Secretary to the Dean of Library Services. 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 (PINK SHEET) 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:

i. Appropriate undergraduate degree from regionally accredited institution.
ii. Preference will be given in consideration of grade point average.
iii. Applicants must demonstrate a desire to work with undergraduate and graduate students.
iv. Must possess the ability to communicate effectively in English.
v. Applicants must agree to enroll in a graduate program for at least six (6) graduate semester hours at the University and maintain good standing.
vi. 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 and positions filled.

C. Student assistants/graduate assistants will be assigned to the following departments in the Library:

i. Technical Services
ii. Audio-Visual
iii. Circulation/Reference
iv. Lab Assistant

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

E. Evaluations:

i. The supervisor, near the end of the Fall Term and mid-Spring Term, completes evaluations.
ii. Evaluations become part of the student assistant's/graduate assistant’s file at the Library and in the Financial Aid Office or College of Graduate Studies.
iii. Continuation of student employment or graduate assistantships from one semester to another is contingent on the assistant receiving a satisfactory evaluation at the end of each semester and the needs of the Library.
iv. Student assistants/graduate assistants 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 job.
v. When prospective employers call for references, these evaluations are used.

F. Student assistants/graduate assistants are representatives of the Library. As such, they should adhere to the following guidelines and regulations:

i. Courteous behavior towards library patrons and staff is imperative.
ii. If asked a question that they cannot answer, the student assistant should seek the assistance of a member of the library staff.
iii. Library work comes first.
iv. The student assistant should not encourage friends to visit while they are working.
v. The student assistant 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 assistants/graduate assistants 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 assistant/graduate assistant a work schedule that will accommodate both library and student needs. Library departmental supervisors will assign schedules.
I. Attendance:

   i. If a student assistant/graduate assistant must be absent, he/she should call and
      leave a message at the Circulation Desk (782-5758) OR complete the Student
      Assistant/Tardiness Form on the Library’s web site linked both on the Forms and
      the Staff Resources page under the information button.

   ii. Student assistants/graduate assistants who are absent three times without
       notification will have their employment with the Library terminated.

J. Time Keeping Policy:

   i. Student assistants/graduate assistants 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. Students should total daily hours and record them on the time
      sheet.

   ii. Payroll is based on the hours recorded on the official library time report sheet.

   iii. Falsification of the time worked will result in the immediate termination of the
        student assistant’s/graduate assistant’s job.

K. Payroll and Paychecks:

   i. The student payroll is signed in the office of the Secretary to the Dean of Library
      Services on the 8th floor. Students who fail to sign the payroll will not be paid.

   ii. Students who will be unable to sign the payroll as scheduled can sign a form in the
       office of the Secretary to the Dean of Library Services on the 8th floor at any time
       during that month to allow them to be paid.

   iii. Paychecks are automatically deposited into the student’s account on the 15th
        working day of each month. Pay stubs are sent to the Dean of Library Services’
        Office and can be picked up there.

L. Student Assistant Training:

   i. Circulation and Reference orientation and training will be conducted during the day
      by the Stack Coordinator.

   ii. Personnel in the Technical Services areas and in the Audio-Visual Department will
       supervise student assistant training in these areas.