

Library Student Employee Handbook

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Library Student Employee Policy

I. General:

A. Library Operating Hours:

Monday - Thursday	7:00 AM - 12:00 AM
Friday	7:00 AM - 4:30 PM
Saturday	9:00 AM - 5:00 PM
Sunday	3:00 PM - 11:00 PM

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. Produce a valid government issued photo identification and Social Security card to the Human Resources Office.
2. Fill out tax and automatic bank deposit forms in the Human Resources Office. These documents are forwarded to the Payroll Office who will place the student on the payroll. A student cannot begin work until all required forms are submitted to the Payroll Office and the student is on the Library's payroll.
3. Applicants must complete the Library's LC Easy program with a minimum score of 70 as a hiring prerequisite.

Graduate Assistants

The Library is approved to offer graduate assistantship positions. To qualify for a graduate assistantship, applicants must apply through the University's career site (PageUp) and meet the following criteria:

1. Appropriate undergraduate degree from regionally accredited institution.
2. Applications must demonstrate a desire to work with undergraduate and graduate students.
3. Must possess the ability to communicate effectively in English.
4. Applicants must be accepted into a graduate program and enrolled for at least six (6) graduate semester hours at JSU and maintain good standing.
5. Applicants must complete the Library's LC Easy program with a minimum score of 70 as a hiring prerequisite.
6. Applications are accepted for active job postings only. Current GAs do not need to reapply each year. Employment contracts for all student positions are processed based

on the academic year.

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

1. Circulation
2. Multimedia Lab
3. Acquisitions & Serials
4. Digital Projects

D. Job descriptions available via the PageUp talent management system accessible through MyJaxState.

E. Evaluations:

1. The supervisor completes evaluations near the end of each year for all student employees (work study and graduate assistants)
2. Evaluations become part of the student employee's file at the Library and Human Resources.
 - a. LC Easy scores will be maintained in the Library file for reference during the evaluation process
3. Continuation of 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, they are referred to Human Resources.

F. Student employees are representatives of the Library and are expected to adhere to the following guidelines and regulations:

1. Courteous behavior towards Library patrons and staff is expected at all times.
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.
6. Student employees should not wear attire from other Universities/Colleges while working.

- G. Student employees are hired for the academic year, unless graduating during the Fall 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 contact their supervisor and complete the Student Assistant Absence/Tardiness Form (https://www.jsu.edu/library/forms/student_assistant_absence.html). Student employees who are absent three times without notification are subject to termination

B. Time Keeping Policy:

1. Student employees are required to sign in using time reporting tools found through the MyJaxState application.
2. Payroll is based on the hours recorded on the online reporting tool.
3. Deliberate falsification of time worked will result in the immediate termination.

C. Payroll and Paychecks:

1. Payroll is submitted via MyJaxState according to the bi-weekly payroll schedule.
2. Paychecks are automatically deposited to the student's account according to the bi-weekly payroll schedule

III. Student Employee Training:

- A. The Supervisor of User Services will conduct orientation and training during the day for circulation student employees.
 1. LC Easy score will be maintained as part of the student employment record and will be used as part of the evaluation process.
- B. Personnel in Technical Services and Media Lab will provide 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:

- a. works very well with others.
- b. works satisfactorily with others.
- c. has some difficulty working with others
- d. works poorly with others.

2. ATTITUDE - APPLICATION TO WORK:

- a. is enthusiastic about work.
- b. is very interested.
- c. is somewhat interested.
- d. is indifferent.

3. DECISION-MAKING ABILITY:

- 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.

4. DEPENDABILITY:

- a. completely dependable.
- b. above average in dependability.
- c. average in dependability.
- d. below average in dependability.

5. ABILITY TO LEARN:

- a. learns very quickly.
- b. is above average in learning.
- c. is average in learning.
- d. is below average in learning.

6. QUALITY OF WORK

- a. exceptional.
- b. above average.
- c. average.
- d. below average.

7. ATTENDANCE/PUNCTUALITY:

- a. infrequently.
- b. occasionally.
- c. frequently.
- d. excessively.

8. OVERALL RATING:

- a. exceptional.
- b. above average.
- c. average.
- d. below average.

Student Employee / Date

Supervisor / Date

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:

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 seven micro libraries. Floors three 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 nearly 1,200,000 titles. Over 400 electronic databases are available to provide access to the library's collections and other sources. In addition to public computer workstations, students have access to a computer lab housed on the tenth floor. Other services within the Library include interlibrary loan, Media Lab, group study and conference rooms.

[Houston Cole Library Personnel Directory](#)

(current as of September 2023, click on link above for full updated listing)

NAME	POSITION	EXT.	E-MAIL
Barnett-Ellis, Paula	Health/Sciences Librarian, 9th Floor	5249	pbarnett@jsu.edu
Bevis, Mary*	Serials and Acquisitions Librarian, Serials and Acquisitions Departments	8591	mbevis@jsu.edu
Boswell, Allison	Electronic Resources/Documents Librarian, 4th Floor	8137	amboswell@jsu.edu
Cantrell, Alisha	Technical Services Assistant, Electronic Resources/Digitization Department	8587	afcantrell@jsu.edu
Cleveland, Noah	Technical Services Assistant, Serials Department	5254	nclevela@jsu.edu
Collier, Delores	Technical Services Assistant, Cataloging Department	8575	dcollier@jsu.edu
Cox, Yolanda	Technical Services Assistant, Digitization and Cataloging Departments	8590	ycox@jsu.edu
Fragoso, Debrah	Technical Services Assistant, Acquisitions Department	5760	dfragoso@jsu.edu
Gowens, Lisa	Technical Services Assistant, Cataloging Department	5761	mgowens@jsu.edu
Graham, John-Bauer	Dean of Library Services, 8th Floor	5248	jgraham@jsu.edu
Heathcock, Laurie	Education Librarian, 5th Floor	5245	lheathcock@jsu.edu
Henning, Arland	Cataloging Librarian, Cataloging Department	5238	ahenning@jsu.edu
Henson, Alisha	Administrative Associate to the Dean of Library Services, 8th Floor	5255	ahenson@jsu.edu
Houston, Jamarcus	Public Services Assistant, Circulation Department	5758	jhouston16@jsu.edu
Johnson, Karlie	History, Anthropology, and Geography Librarian, 3rd Floor	5253	kljohnson@jsu.edu
Latham, Bethany	Digital Assets & Special Collections Librarian, Technical Services, Basement	8195	blatham@jsu.edu
Maroney, Sandi	Public Services Assistant, Circulation Department	5758	smaroney@jsu.edu

NAME	POSITION	EXT.	E-MAIL
Onkst, Tiffany	Public Services Assistant, Circulation Department, Reserves	8490	tonkst@jsu.edu
Pitts, Laura	General Works and Literature Librarian, 7th Floor	5247	lepitts@jsu.edu
Poe, Jodi	Head of Library Services, 8th Floor	8103	jpoe@jsu.edu
Reeves, Linda	Public Services Assistant, Circulation Department, George E. Whitesel Multimedia Lab	8494	lreeves@jsu.edu
Schultz, Kelli	Public Services Assistant, Circulation Department	5758	kschultz@jsu.edu
Stancil, Shaun **	Systems Administrator, 262 Doughtette Hall	5730	sstancil@jsu.edu
Stevens, Kimberly	Senior Catalog Librarian, Cataloging Department	5762	weather@jsu.edu
Tang, Yingqi	Distance Education/Electronic Resources Manager, Technical Services, Basement	5757	tang@jsu.edu
Upchurch, John	Supervisor of User Services, Lobby	8490	jupchurch@jsu.edu
VACANT	Fine Arts, Communication, and Language Librarian, 6th Floor	5246	
Wang, Hanrong	Law, Military Science, & Technology Librarian, 10th Floor	5250	hwang@jsu.edu
Westbrooks, Kim	Business & Social Sciences Librarian, 4th Floor	5244	kwestbrooks1@jsu.edu
Wiggins, Susan	Technical Services Assistant, Electronic Resources/Digitization Department	8589	swiggins@jsu.edu

All telephone numbers begin with 256.782.

*Mary Bevis are part time, temporary.

Supervisor's Job Description

The Supervisor of User Services oversees public service/circulation student employees within the library. The Supervisor of User Services is a member of the circulation department and reports directly to the Dean of Library Services. The Supervisor of User Services is responsible for hiring and scheduling public service/circulation student employees and works closely with the Dean's Administrative Associate regarding firing and payroll.

The Supervisor of User Services conducts all public service/circulation 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 Supervisor of User Services is responsible for training, continuing education, and evaluations of public service/circulation student employees.

Acquisitions & Serials and Digital Projects Personnel oversee student employees assigned to these areas within the Library. These individuals are members of the Technical Services Department and report directly to the Head of Library Services. These individuals are responsible for hiring and scheduling student employees assigned to these units and work closely with the Administrative Associate to the Dean regarding firing and payroll.

Acquisitions & Serials and Digital Projects personnel conduct all technical services student employee orientations, assign students to work details, and coordinate specific projects (i.e., shelving and shifting in the Gallery, Preview Day preparations) between the student employees and HCL faculty/staff. Acquisitions & Serials and Digital projects personnel are responsible for training, continuing education, and evaluations of technical services student employees.

The Administrative Associate to the Dean is responsible for student payroll. This includes keeping track of hours worked, addressing payroll issues, and interacting with the Supervisor of User Services concerning the number of hours that the student employees work.

FLOOR DESCRIPTION AND UNIQUE FEATURES

Complete and current descriptions may also be found at:

<https://libguides.jsu.edu/hcflfloordirectory>

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. Alisha Henson**.

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:

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.**

Digital & Special Collections: This department maintains archival and special collections, including rare, institution and region-specific materials. This department also oversees digitization efforts. **Ms. Bethany Latham is the Digital Assets & Special Collections Librarian**

LOBBY:

The Circulation Desk is in the lobby. Patrons check materials in and out at this desk. Circulation is overseen by the Supervisor of User Services. **The Supervisor of User Services is Mr. John Upchurch**

The Reserve Desk is also located in the lobby. Patrons may check out print reserve items here.

The Interlibrary Loan Department is also located in the lobby.

In addition, current popular journals for leisure reading, Student Success Administration and Starbuck's are also in the lobby.

2ND FLOOR:

The second floor houses Student Success, including Athletic Tutoring, Supplemental Instruction, and Disability Support Services.

3RD FLOOR

The third floor houses the history, anthropology, philosophy, biography, genealogy, and geography collections (B-BD, BH-BJ, C, D-G, except GV's). The atlases, maps, and census are also stored on this floor. The 3rd floor is the Library's quiet floor. **Ms. Karlie Johnson 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.

Study Rooms: There are two private study areas on this floor. One is a first come, first serve space that can seat up to 4 people. The other is one of the Library's two reservable group study rooms. Group Study Rooms are provided for collaborative study for the use of two to eight students with a valid ID.

4TH FLOOR:

The fourth floor houses the business and social sciences (criminal justice, political science, sociology, and social work) collections (H-J). **Mrs. Kimberly Westbrook is the 4th floor librarian.**

Various Microfiche Collections are housed on the 4th floor:

- *The United States Congressional Serial Set:*
- *Hearings and Committee Prints (Congressional Committee Hearings)*
- *Human Relations Area Files*
- *Crime & Juvenile Delinquency Collection*
- *Housing and Urban Affairs Collection*
- *Rehabilitation and Handicapped Literature*
- *Model Cities Collection*

Study Rooms: There are two private study areas on this floor. One is a first come, first serve space that can seat up to 4 people. The other is one of the Library's two reservable group study rooms. Group Study Rooms are provided for collaborative

study for the use of two to eight students with a valid ID.

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

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.

Children's Corner: The Children's Corner is a creative and fun space designed to foster a love for children's literature and reading and to promote literacy to elementary-aged children in East Central Alabama. The Children's Corner has a collection of children's books in all areas. Their classification is A-Z and the **CHILD** above the call number will identify them. This collection is shelved in the Children's Corner on the northwest side of the floor.

Study Room: There is a first come, first serve private study space that can seat up to 4 people on this floor.

Open Classroom: This space is set up lecture style. It has a lectern, as well as chairs. This space can hold 25 people and is reserved through **Ms. Alisha Henson, Administrative Associate to the Dean of Library Services.**

Lactation Room: This is a private, quiet space for nursing mothers to use.

6TH FLOOR:

The sixth floor houses the art, religion, communication, music, and language arts collections (N-PN). **The 6th floor is currently vacant.**

George E. Whitesel Multimedia Lab. The Lab is located on the 6th floor and is named in honor of a former librarian whose office was on this floor. The Lab provides access to a variety of software and audio-visual equipment.

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) as well general works and newspaper microforms. **Mrs. Laura Pitts 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 Administrative Associate to the Dean of Library Services.**

Head of Library 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. The Head of Library Services also oversees subject specialist librarians. **Ms. Jodi Poe is the Head of Library Services.**

9TH FLOOR:

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

Open Classroom: This space is set up lecture style. It has a large screen television with cables to connect a device, a lectern, as well as chairs. This space can hold 60 people and is reserved through **Ms. Alisha Henson, Administrative Associate to the Dean of Library Services.**

In addition, the Technology Support Center is also located on this floor.

10TH FLOOR:

The tenth floor houses the library science, law, agriculture, technology, and military science collections (K, S-V, Z). **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 three collections: The Alabama Collection, the Rare Book Collection, and the Archival Collection. The doors of the Gallery should remain locked. A staff member must be present while a patron utilizes the collections. Users are encouraged to request an appointment using the online form at <https://www.jsu.edu/library/forms/algalleryappointmentrequest.html>.

Any subject specialist librarian, the Digital Assets and Special Collections Librarian, or the Head of Library Services may permit access to researchers. Materials may only be removed for photocopying by Library staff, and only in such cases where handling will not damage the item. It is closed on the weekends and in the evenings.

Seminar Room: Conference Room B (10-B) is set up to be a seminar room. It has a computer, video projection unit, and screen, as well as tables and chairs. This room is reserved through **Ms. Alisha Henson, Administrative Associate to the Dean of Library Services.**

Computer Lab: The computer lab is for use by persons with a valid ID. A student assistant will be assigned to this area. Printers are also available.

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/pieces: There are several 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, Administrative Associate 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	7:00 AM - 12:00 AM
Friday	7:00 AM - 4:30 PM
Saturday	9:00 AM - 5:00 PM
Sunday	3:00 PM - 11:00 PM

You may not begin work until the Administrative Associate to the Dean of Library Services has received authorization from the Human Resources Office.

Student Employees may be assigned to the following departments:

- Acquisitions & Serials - report to: Acquisitions Department, Basement
- Digital Projects – report to: Digital Projects, Basement
- Circulation/Shelving - report to: Supervisor of User Services, Lobby

Work hours will typically be scheduled between 7:30 AM - 4:30 PM but may vary on departmental need. Students are expected 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 without supervisor consent. Personal visits should be minimal and not interfere with scheduled work time.

Student employees should stop at the desk in the lobby check for notes indicating their assignment for the day; otherwise report to their assigned supervisor.

The Student employee payroll is signed in Banner.

Paychecks are automatically deposited according to the bi-weekly payroll schedule.

All absence or tardiness reports should be directed to the appropriate supervisor. Verbal notice should be followed by completion Student Employee Absences/Tardiness Form (https://www.jsu.edu/library/forms/student_assistant_absence.html). The form will be disseminated automatically to the Administrative Associate to the Dean, and the appropriate supervisor.

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 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
- Digital Projects Department
- Media Lab

Acquisitions/Serials Department

- Assist in the preparation and receipt of book orders
- Check library holdings
- Search for items on OCLC
- Import records from OCLC
- Create orders
- Check orders for accuracy
- Create notes on orders
- Discharge book shipments received
- Create invoice records
- Check accuracy of records
- Post payments on order record
- Update catalog
- Distribute books to appropriate location
- Assist in sorting incoming mail
- Process periodicals and newspapers
- Maintain newspaper shelves

- Unpack bindery shipments
- Process newly bound periodicals
- Update library holdings
- Assist in other areas as needed

Circulation/Public Services Department

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

Digital Projects Department

- Digitize materials in a variety of formats
- Format and manipulate digital files
- Assist in organization of Special Collections materials
- Reshelve items in the Alabama Gallery
- Assist in other areas as needed

Multimedia Lab

- Assist in management and circulation of library materials and equipment
- Maintain Listening Lab Policy and Procedure
- Answer telephone and direct questions appropriately
- Maintain neat and orderly area
- Provide basic informational and directional assistance to patrons of the library
- Assist patrons with hardware and software installed on Media Lab workstations
- Assist in other areas as needed

Required Knowledge, Skills, and Abilities

- Ability to learn assigned tasks readily and adhere to prescribed procedures
- Ability to understand call number sequence in shelving system
- Ability to understand and follow oral and written instructions
- Ability to communicate effectively with users
- Ability to lift equipment
- Possess keyboard skills necessary to complete work in specific library department
- Ability to perform other related work as assigned

Qualifications

- Must be eligible for the Federal Work Study Program or the Graduate Assistant Program
- 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 reference desk in the lobby where a librarian is on duty.

- Bring the books up from the lobby and distribute to appropriate floor.
- Circulate throughout each floor to collect materials for re-shelving and straighten the furniture around the tables and study carrels.
- Separate materials appropriately
- Arrange materials in call number order for re-shelving.
- Take materials that belong on other floors to the Circulation Desk for distribution.
- Shelf materials in the appropriate place and order.
- Scan shelves for items that are not in correct order.
- Inventory/Shelf Reading library material.
- Report to appropriate supervisor for additional duties or for reassignment when tasks are completed.

Library Student Employee Work Schedule Form

Name _____

Local Phone Number _____

Email Address _____

Work assignment _____

CLASS SCHEDULE:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

WORK SCHEDULE:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Student _____ Date _____

Supervisor _____ Date _____

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:

- ____ Computer workstations
- ____ Location of microform readers
- ____ Media 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.

G	HA	Z	E	KF	RT	PN	TN	PS	CT	JX	GV
67	101	76	35	101.5	1	6011	53	3511	100	11	35
.K9	.A78	.B	.F8	.U6	.N3	.E5	.G7	.B4	.D4	.U6	.A2
NO. 17	1966	1973	1977	1995	NO. 99	1996	1996	1993	1993	1970	1966

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

QA	QA	QA	QA	QA	QA	Q
76.4	76	76.25	7	76.76	76.76	125
.A8	.B85	.B45	.S38	.C65	.C65	.S6
1994	1997	1995	1917		1970	

3. Microfilm and microfiche can be viewed using the microform readers 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. A floor map for each floor is located _____ on each floor.
8. Reserves are located where?
9. A reference librarian can usually be found where?
10. A label with a "J" or "Juv" above the call number should be shelved where?
11. Books to be shelved on each floor should be placed where?

12. Scanners are available for public use are located where?

13. Centralized printing is provided from public and lab workstations. The printers are located where?

14. Where can you find floor directories?

15. Who do you contact if you cannot report to work?

Score _____

Student Employee _____

Date _____

Supervisor _____

Date _____