Application for LMS  (Library Media Skills)

Throughout the semester, library assistants are taught library information and media skills by practical application: activity sheets, testing, projects, a short paper and guided independent study of resources available in the media center. At the beginning of the semester, there will be a period of orientation to acquaint the students with the procedures, software, equipment, and print and online resources in the media center. All assignments will have due dates and should be turned in on time.

Once students are familiar with the media center, they are expected to courteously help other students and faculty with the use and location of materials in the library. Student assistants should refrain from socializing with friends or making personal phone calls while in the library. If a problem arises with another student using the library, the media assistant should find the librarian or another teacher if he/she is in the media center to handle the problem.

Library media assistants will have daily responsibilities to complete along with any other assignments given.

Student assistants should keep in mind that they are enrolled in this class to learn library media skills that will assist them in their education and also that will enable them to assist their fellow students in using the media center. Assistants should exhibit maturity, consideration of others, honesty and punctuality.

Students applying for this class need to get two recommendations from former teachers and complete a paragraph on the backside of this form on why they are interested in taking this class. This form needs to be returned to Mrs. Absi for her approval before it is given to the guidance counselors.

For more information on the types of assignments that will be completed look here:

http://ashley.nhcs.libguides.com/ashleyhighmediacenter/librarymediaassistants

Student’s name: _____________________________________________

Current Grade level: __________

Former English teacher signature: ________________________________

Former teacher of any subject taken: ______________________________

Mrs. Absi’s signature: _________________________________________

** On the back of this form, please write a paragraph about why you are interested in taking this class.