Contact Information

**Teacher**: Mrs. Laura Herman  
**Email**: laura.herman@nhcs.net

All school policies will be enforced in this class.

If you are not sure how to do something, please ask Ms. Price or Ms. Herman for assistance.

Grading Information

**Performance (60%)**: tests, projects, papers, quizzes

**Practice (40%)**: homework, class work, participation, group work, small writing assignments

You will earn grades in the following areas:
- Participation
- Class work
- Library Media Responsibilities
- Shelf checks
- Projects
- Tests/Quizzes
- Homework

CONSEQUENCES

★ 1st offense: Verbal warning  
★ 2nd offense: Contact parents  
★ 3rd offense: Referral and parent contact

**Consequences may not follow this progression and may vary depending on the offense. See School policies for more information.**

Attendance Policy & Makeup Work

*Attendance is an important part of a student’s success at AHS.*

*It is YOUR responsibility as the STUDENT to obtain all information resulting from ANY absence. All work can be found on the Library Media Skills Google Classroom.*

*If you are absent for any reason, you will have 5 SCHOOL days from your return to make up any missing work. After those 5 days, any work not made up will be entered as a ZERO (Please review AHS Student Handbook if you have questions).*

Computer Use?

★ Computer & Internet activity is for use as related to library assistant duties or LMS classwork.

★ You are not permitted to access unauthorized websites (including listening to music) or change the programming on a laptop, desktop or iPad.

Return information slip on the other page  
For a homework grade
Library Media Skills Overview
Throughout the semester, library assistants are taught library media skills by practical application: activity sheets, testing, projects, 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. Google classroom will be used to post and track assignments and other coursework in LMS.

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 who is in the media center to handle the problem.

Library media assistants will have daily responsibilities to complete along with any other assignments given. Daily responsibilities may include:
- Checking in and out books and other materials at the circulation desk
- Shelving returned books
- Pulling specific books for teachers
- Reading and organizing assigned shelves
- Keeping the media center neat
- Processing new books

Students may also create displays, brochures, posters, or bookmarks for special events, books, book genres, authors or topics.

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.

I am looking forward to working with your student this year. If you need to contact me during the semester, you may email me at: laura.herman@nhcs.net

Mrs. Laura Herman       School Library Media Coordinator

Library Media Skills - Return this portion:
Student Name: ____________________________________________________________

Student Signature: __________________________________ Date: __________________

Parent/Guardian Name: ___________________________________________________

Parent/Guardian Email: ________________________________________________

Parent/Guardian Phone: ________________________________________________

Parent/Guardian Signature: __________________________________ Date: ________________