

## Library Aide Application for 2009-2010

Library Aides are essential to the overall operation of the Media Center. Library Aides are given a great deal of responsibility and are depended on to assist in the organization, circulation, and promotion of library materials and equipment. We are looking for students who are interested in reading and believe that the Media Center is a special place to promote literacy and assist our learning community with their information needs. We seek candidates with a willingness to work hard and take initiative, the ability to provide excellent customer service, a high level of maturity, and a commitment to making the Media Center an outstanding facility.

**What do Library Aides do?** Library Aides shelve books, straighten and clean the library, make displays, help students and faculty locate and check out materials, participate in scanning books for our inventory, pull books on special topics for teachers, assist with set up for special events, deliver notices to teachers and the office, create banners and posters, cover books, process new books, and more!

**Becoming a Library Aide is a selective process.** The following requirements must be met for consideration for the position:

- **You must have an A or B average in English (this will be verified through your counselor).**
- **You must have an A or B for conduct in all classes (this will be verified through your counselor).**
- **You must complete the essay question below and submit all materials to Ms. Stafford by April 15<sup>th</sup>.**

The library staff will review all candidates and make a final decision by May 15<sup>th</sup>.

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

What English class do you currently have? \_\_\_\_\_

Who is your current English teacher? \_\_\_\_\_

Do you have at least an A or B in your English class? \_\_\_\_\_

Do you have all A's or B's in conduct in all of your classes? \_\_\_\_\_

Have you ever worked in a library before? (Please indicate when and where.)

\_\_\_\_\_  
\_\_\_\_\_

Name a couple of your favorite books:

\_\_\_\_\_  
\_\_\_\_\_

On the back of this form write a paragraph to introduce yourself and another paragraph telling why you would like to be a library aide and why you think you would be a good fit for this position.