Library Practice Course Syllabus

Course: Library Practice

Teacher: Mrs. Hamilton

**Introduction:**

* Library Practice provides experience in library procedures, and increased knowledge and understanding of the library and its resources.
* Library Practice students will provide assistance to library patrons in using the library catalog, AR program, E-books, and library equipment.
* Library Practice will teach students work experience skills including: responsibility, dependability, initiative, attention to detail, communication and organization skills.

**Course Objectives:**

Upon successful completion of this class, students will:

* Demonstrate understanding of the Dewey Decimal system, and how books are organized in the library.
* Demonstrate understanding of library policies and procedures.
* Demonstrate understanding and appropriate use of library resources.
* Demonstrate understanding of proper shelf maintenance, including neatness, proper shelf placement, and proper shelf order.
* Demonstrate effective communication skills needed to communicate effectively with library users.
* Demonstrate reliability and determination in completing tasks.
* Demonstrate appropriate behavior for a library/work setting.

**Class Requirements / Procedures:**

* At the beginning of the semester, you will receive basic training to do your assigned jobs, which will include a series of assignments that will increase your knowledge of library resources and improve your ability to help library patrons.
* You will work the circulation desk and have other responsibilities.
* Each month you will be given a section of the library shelves to maintain. It is extremely important for you to take your work seriously.
* At all times, you should be aware of the library conditions and respond appropriately. For example, if you see students who need help or see something in the library that needs attention, you should take action.
* When you have completed all responsibilities for the day, the only other acceptable activities are working on your weekly assignment and reading.

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**Library Rules for Library Practice Students:**

Specific library rules include:

* Maintain a quiet library environment (Talk quietly).
* Use your time effectively.
* No eating or drinking.
* No gum.

Respect Privacy:

* Don’t give information about students to anyone.
* Don’t give out information on what materials someone has used or what kind of information they were looking for.
* Don’t disclose names of people who checked out a particular book, or for whom it is being held.

**Attendance**

You are expected to be in class and on time. Absences and tardies will have a negative impact on your grade.

**Assignments**

Your academic grade is based on the following tasks and assignments:

* Daily Tasks
  + Work habits
  + Attitude
  + Circulation desk performance
  + Shelf Maintenance
  + Individual responsibilities
* Weekly Assignments
* Reflections
* Monthly AR Points
* Attendance

**Grading Policy**

The grading policy for Library Practice is as follows:

1. 90-100% A
2. 80-89% B
3. 70-79% C
4. 60-69% D
5. 50% & below F

I have read the course syllabus and understand the requirements and expectations of the library practice class.

Print student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My student has shared the library practice class course syllabus with me.

Print parent name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_