**Library Practice Student**

**Responsibilities**

**At All Times:**

Front Counter

* have students sign in
* remind students to use shelf marker
* check out books

**Tasks:**

1. Check books in
2. Highlight / Re-sensitize Books
3. Organize books onto carts
4. Shelve books (refer to shelving assignment chart)
5. Read shelves/Organize (fiction and non-fiction sections)
6. Vacuum (1 of the 4 sections)
7. Fill in daily task sheets & journals (when given)
8. Read

**Additional Duties (when nothing else to do)**

1. Organize and pick up library
2. Dust (shelves, computers, all surfaces)
3. Magazines (take out cards – emboss – replace in magazine holders)