

Library Science

Syllabus

Library Media Center Aide is an elective course for students who are interested in librarianship, reading, research, technology, and assisting Library Media Center patrons.

Course Objectives:

- Students will demonstrate an understanding of how Library Media Center promotional themes impact library culture and climate.
- Students will demonstrate proficiency in performing Library Media Aide duties
- Students will demonstrate understanding of libraries.
- Students will demonstrate knowledge of technologies used to support the media program.
- Students will explore and evaluate information sources in a variety of formats.
- Students will demonstrate and understand of ethical behavior as it applies to research and technology.

Media Assistant Duties:

- Operate the automated circulation system at the circulation desk.
- Operate the online catalog to help students locate Library Media Center materials.
- Properly shelve Library Media Center materials.
- Assist teachers and students in the Library Media Center and assist with various Library Media Center activities.
- Learn to operate and troubleshoot equipment as needed.
- Learn to use reference tools, research databases, electronic book collections, Library Media Center catalog and all other digital and print resources as appropriate.
- Deliver Library Media Center materials and equipment to staff members.

- Straighten materials and furniture in the Library Media Center and computer lab.
- Perform general housekeeping as needed.

Media Aide Expectations:

- Demonstrate an understanding that their physical presence is necessary to fulfill their duties as a Library Media Center aide.
- Demonstrate appropriate interpersonal skills when interacting with Media Center patrons.
- Adhere to all Library Media Center rules.
- Demonstrate initiative in performing daily Library Media Center tasks correctly
- Demonstrate a willingness to participate in class activities and work cooperatively with other students.

Assignments and Grades:

- Students' grades will be earned based on participation and course assignments.
- The participation/daily grade will be determined by the quality, professionalism, and initiative they demonstrate in performing media center duties.
- Projects and activities will be assigned to teach course objectives.
- Library media aides will be assigned a resource area to be responsible for in the media center during the semester and will receive a weekly grade based on quality of completion.

Participation/Daily Grade: 50%

Projects/Activities/tests: 30 %

Semester Test: 20%