

# Library Aide Program

## WHAT IS THE LIBRARY AIDE CERTIFICATE PROGRAM?

The Library Aide Certificate Program is a six-day, seven-hour per day hands-on workshop plus 18 hours of homework in the school library media center designed to provide library aides with the background knowledge and skills needed to work successfully in a school library media center for a total of 60 hours of training. Participants who successfully pass the competency exam at the end of the training will be awarded a Certificate of Competency to work in the school library media center. This certificate and the portfolio of competencies can be used to enhance the participant's marketability in the workforce both within and beyond the school district.

## WHO SHOULD ATTEND?

Persons who have passed the District's entry-level exam, been placed on an eligibility list, and been officially hired as a Library Aide.

## WHAT DO PARTICIPANTS DO DURING THESE SESSIONS?

Participants are actively involved in role playing, discussing library policies and procedures, modeling circulation strategies, practicing ordering library books, filing, doing library book talks, and learning other reading motivation techniques. They will spend 18 hours in their school library labeling, organizing, and assessing the collection during the week between workshop sessions.

## WHAT CAN PARTICIPANTS EXPECT TO GET FROM THESE SESSIONS?

These sessions will allow participants to build collegial networks. The training equips staff with the skills and understanding necessary to develop and maintain an inviting facility and an organized up-to-date collection. Graduates leave with a clear vision of the vital role that the school library media center plays in providing all students with equal access to information and ideas.

## WHAT CAN I STUDY UNTIL I ATTEND?

[Library and Information Services' Survival Guide for Library Aides](#)

## WHAT PUBLICATIONS WILL PARTICIPANTS NEED?

Participants will need to have the District's MANUAL OF PRACTICE FOR ELEMENTARY SCHOOL LIBRARY MEDIA CENTERS, published in 1992, which outlines the Ten Steps to a Quality School Library Media Center.

## WHEN IS THE PROGRAM OFFERED?

The Library Aide Certificate Program is offered frequently. Please check our *Calendar* for upcoming dates

## WHERE IS THE PROGRAM HELD?

The program is held at *Library and Information Services*, Adams Plaza, Suite #200.

## **LIBRARY AIDE COMPETENCIES**

- Matching recommended members of school library leadership team with their roles.
- Identifying tasks appropriate to the library aide's role.
- Matching 8 different classifications of books with their definitions.
- Labeling the sequence of areas around a map of a typical school library.
- Drawing a labeled floor plan of your library with two ideas for improving its arrangement.
- Identifying the labels used in the library media center.
- Identifying the broad categories of the Dewey Decimal System.
- Putting books in Dewey order on the shelf.
- Identifying all of the catalog cards in a set.
- Identifying the information on a shelf-list card.
- Identifying information on a main entry (author) card or online catalog card.
- Completing a checklist for processing new books.
- Locating missing shelf-list information.
- Filing catalog cards.
- Processing and bar coding reference sets.
- Listing the 6 collection building considerations.
- Completing a collection recency tally.
- Completing a collection map.
- Matching literary genres with their definitions.
- Identifying keywords as a search strategy.

## **TEN STEPS TO A QUALITY LIBRARY MEDIA CENTER**

