**Due October 23rd**

**Absecon Schools Student Library Assistant Application 2015 – 2016**

**The Student Library Assistant Program is a service club made up of students who donate their time during CAP Period to help in the Library Media Center.**

You must have a recommendation from two teachers and your parent’s permission to **APPLY** for this job. It will be fun, and you will have an opportunity to work in the Library Media Center as well. ***There are a limited number of spaces*.**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_ Homeroom Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 1: Requirements/Benefits**

* An average grade of C must be maintained. If your grades drop below this requirement, your privileges as a Student Library Assistant will be suspended until you bring your grades back up.
* You must always display good manners when working as a Student Library Assistant. As a Student Library Assistant, you are the library’s representative to the rest of the school and your behavior reflects on the Library and on me. If there are complaints about your behavior, whether in or out of the Library while working as a Student Library Assistant, your ability to continue to work here will be reevaluated.
* Homework, make-up work, and grades always come before working in the Library. When you need time to maintain your academics, that time will not be counted against your attendance as a Student Library Assistant.
* Attend the Library Media Center on the assigned days if you are in school on that day. We will meet during CAP period.
* Inform Mrs. Hagar when you are unable to attend.

**Section 2: Duties**

* Checking books in
* Dusting shelves and equipment
* Helping with promotions and fund raising
* Shelving paperback, series and picture books
* Assisting with Library Media technology projects
* Writing book reviews, creating book podcasts, and book trailers
* Turning off the computers at the end of the day.

**Section 3: Skills and Requirements**

Place the following names in alphabetical order: Wilder, Paulsen, Westerfeld, Rowling, Haddix, Nix, Meyer, Green, Smith, Byers, Gantos

How many days of school did you miss in the 2014 – 2015 school year? \_\_\_\_\_\_\_\_\_\_\_\_

**Rate yourself on the following:**

Getting along with others Excellent  Good   Fair

Paying attention Excellent  Good   Fair

Finishing assignments Excellent  Good   Fair

Following directions Excellent  Good   Fair

Behavior Excellent  Good   Fair

**Section 5: Essay**

Please attach a lined sheet of paper answering the following questions *in at least one paragraph*:

Why do you want to be a student library assistant? Why do you think you are the best student for the job? Be specific in your answer.

**Section 6: Teacher Recommendation**   
  
Teachers, thank you for taking the time to write a recommendation for this student as a Student Library Assistant. Your comments are greatly appreciated. See me with additional comments.  
**Teacher Recommendation # 1**

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

**Teacher Recommendation # 2**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 7: Signatures**

**Student**

I understand that if I am chosen as a Library Media Assistant, I must exhibit mature, responsible behavior and abide by the policies and procedures of the Library Media Center. I also understand that if I do not fulfill these requirements I give up the privilege of working in the Library Media Center and my position as an assistant.

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

Student Signature Date

**Parent**

I give permission for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to be a student library assistant in the Absecon Schools Library Media Center for the 2015 – 2016 school year. I will contact Mrs. Hagar if I have any concerns by emailing her at [rhagar@abseconschools.org](mailto:rhagar@abseconschools.org) or calling the school.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Cell: \_\_\_\_\_\_\_\_\_\_\_\_ Parent email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_