

# Putting Your Student Assistants to Work: Helpful Hints and a Quasi-Curriculum

Marie Slim LMT, Troy HS, Fullerton Joint Union High School District  
CSLA Conference  
Saturday, November 17<sup>th</sup>, 2007  
10:45am to 11:45am  
Level: 9-12

**Wiki for this presentation:**

[http://fullerton.pbwiki.com/CSLA\\_Student\\_Assistants\\_Marie\\_Slim](http://fullerton.pbwiki.com/CSLA_Student_Assistants_Marie_Slim)  
Password to edit wiki: dewey

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<http://slimlibrary.blogspot.com>


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Fullerton, CA  
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# Putting Your Student Assistants to Work: Helpful Hints and a Quasi-Curriculum



Are you having trouble finding things for your student workers to do? Would you like your student assistants to be able to help you better? Come to this session to hear one LMT's experiments, failures, and successes - and be ready to share your own!

*Marie Slim LMT, Troy HS, Fullerton Joint Union High School District*






## A) Intro



- a. Who I am  [mrs. slim read poster.jpg](#)
- b. Who you are
- c. Tips and suggestions off the bat

## B) Recruiting Students

- a. Feb – March – find out which students have signed up for TA and send a note  [note-become a library student.doc](#)  
 [Library aides - what you may do as a library aide - Troy.doc](#)
- b. Approach individual students – library “regulars”
- c. Light behind the eyes
- d. Morning announcements
- e. Don't underestimate SPED students and kids with purple hair
- f. 1-2 per period
- g. Seniors who need 5 period day
- h. Make friends with counselors, send notes

## C) Getting to know you

- a. Syllabus  [LHHS Library Procedures for Student Assistants.doc](#)   
[Self-Evaluation Grading Criteria 10-29-03.doc](#)   
[LibraryExperience Course Description 5-26-04.doc](#)
- b. Grading  [LHHS Library Student Assistant Grading Criteria.doc](#)
- c. “I am ‘me’”  [I am me - library exp.doc](#)
- d. The “Talk” – money, personal information, privacy, no disciplining other students

e. Trip to the office – first email assignment (add to contacts) (email me one thing you learned or found interesting)  [Front Office Greg.doc](#)  [Trip to the Office.doc](#)

- i. Attendance scantrons
- ii. Lost and found
- iii. Teachers' boxes
- iv. Who to go to in case of emergency
- v. Regular mail
- vi. Other VIP's




f. Pre-test of shelving skills


D) The First Week  [Student Assistant Scope and Sequence First 7 days.doc](#)

a. Tour of the library




- i. Different sections of library
- ii. Where to find things like staplers, staples, pencil sharpener, glue, etc.

b. Taking passes (play-acting)

c. The clipboard  [Assigned library duties - template for all students for one day -Fall 2007.doc](#)  [daily checklist filled out example.jpg](#)  [Clipboard assigned duties.doc](#)


- i. Check computers and push in chairs
- ii. Return stray books and magazines (sorting shelves)
- iii. Discard trash
- iv. Scantron to attendance
- v. Shelve books, read shelves, straighten and front books  [Shelving\\_log.doc](#)
- vi. Help all students
- vii. "Man" the desk
- viii. Printer paper
- ix. Warm body counts
- x. Fill out the clipboard


d. Watch orientation video / do library orientation worksheets 

[Works Cited Coupons 9-28-07.doc](#)  [Orientation 2007 Quiz.doc](#)  [Orientation 2007 Worksheet.doc](#)  [Using the Opac Day3-How to Locate a Book- updated 2007.doc](#)






- e. Going out on errands – expectations
- f. Parts of a book
- g. Go over AUP (Acceptable Use Policy)  
[http://troyhigh.com/parents/internet\\_acces\\_policy.jsp?rn=6104407](http://troyhigh.com/parents/internet_acces_policy.jsp?rn=6104407)

E) Everyday tasks  [Duty Areas Fall 2005.doc](#)  [Duty Areas Template.doc](#)

- a. Clipboard – big deal (go through for 5 days straight!)
- b. Circulation
  - i. Checking out, Renewals, Reserves, Returns (play-act)  [Book Checkout and return.doc](#)
  - ii. Fines???
  - iii. Sensitizing/desensitizing
  - iv.
- c. Shelving – if it's mis-shelved it's LOST!!!
- d. Paper for printer
- e. Paper clips
- f. Staples
- g. Trash cans
- h. Attendance scantrons
- i. Teacher correspondence
- j. Photocopies
- k. Pushing in chairs
- l. Cleaning up
- m. OPAC searches
- n. Chop up papers
- o. Scanning
- p. Laptops
- q. Neat up books on carts



F) Competencies – make a list, post it and keep it current (who knows what)   
[Competencies fall 2004.xls](#)








## G) Special Tasks

- a. Book cart posters  [advertising book cart poster.doc](#)  [social issues book cart.doc](#)
- b. Displays/bulletin boards
- c. Grade works cited slips
- d. Grade orientation stuff
- e. Orientation books
- f. Processing books
- g. Cataloging books
- h. Signs
- i. Scanning book carts for in-house circ
- j. Adding analytics
- k. Look for books to weed/repair  [Books to weed student survey.xls](#)
- l. Inventory
- m. Drawing/Artwork  [How To Create Your Works Cited.doc](#)
- n. Cleaning and stamping magazines
- o. Label everything
- p. Recommended books box
- q. Book displays
- r. Cleaning  [Computer cleaning directions.doc](#)
- s. Compile indices for magazines
- t. Typing






H) Grading – get a grading program and put one student in charge.

## I) Teaching and Manuals

- a. Dolores Greenberg's Manual  [Library Assistant Handbook Greenberg and Slim.doc](#)
- b. Students write out guides  [Students Teaching Students Daily Tasks.doc](#)
- c. Role-plays
  - i. Circulation

- ii. Passes
- d. Tests  [Final Exam First Semester - January 2004 by Diana Jacobson.doc](#)  [Final Exam, Fall 2006.doc](#)  [Final Exam June 2005.doc](#)  [Final Exam 2007 rev1.doc](#)
- e. Quizzes
  - i. Written  [Library Experience Quiz - 9-5-03.doc](#)  [Library Experience Quiz - 9-24-03.doc](#)  [Quiz - Worksheet LHHS Library Basics.doc](#)
  - ii. Performance-based
    1. Straightening quiz
    2. Fronting quiz
    3. Reading fiction shelves
    4. Reading non-fiction shelves
    5. Sorting books (fiction, Reference, non-fiction, special collections)
    6. Shelving fiction (on a cart)
    7. Shelving non-fiction (on a cart)
    8. How to access databases on library website
    9. How to access Library Experience homework on library website
    10. How to access calendar on Library website

## J) Projects/Assignments

- a. World's worst website – find it! Why is it so bad?
- b. Kitzu.com <http://kitzu.com/>
- c. Alice <http://www.alice.org>
- d. Do Orientation video, worksheets, etc.
- e. Trip to Office – email me
- f. Poetry contest  [Poetry formats.doc](#)
- g. Trivia Power Point  [THS Library Slide Show Fall 2007.ppt](#)  [Fun Facts Power Point Template.ppt](#)  [Chris Fun Facts Power Point Template.ppt](#)
- h. Poetry placards  [poetry placard.jpg](#)
- i. Book Review and book excerpt  [Book Review Assignment.doc](#)

- i. BOOK REVIEW and book excerpt [BOOK REVIEW ASSIGNMENT.DOC](#)
- j. Book Power Point [Book Power Point.doc](#)
- k. Nina Jackson's – 4 books about 1 subject
- l. Career Power Point [Toxicologist.ppt](#) [Physician.ppt](#)
- m. Shelving Power Point [greg shelving.ppt](#) [Jen.ppt](#) [meg shelving.ppt](#)
- n. Career – filling out works cited slips [2-16-07 Careers Database Assignment.doc](#) [Internet Coupons.doc](#)
- o. Bookmark Assignment [bookmarks.doc](#) [example - 3 different.doc](#) [Create a Book Mark - 1-22-07 for final.doc](#)
- p. Day I was Born Newsletter [danielle newspaper.doc](#) [Ben Newspaper.doc](#) [Birthday newspaper.doc](#)
- q. Favorite book [Wesley - fave book.doc](#) [My favorite book 2006-2007.doc](#) [ben example.jpg](#)
- r. All about me – scrapbooking (Nina Jackson assignment)
- s. Create READ Posters – for teachers and for themselves [How to create READ posters by Greg.doc](#)
- t. Books I want the library to buy [Books that library aides pick out worksheet.doc](#)
- u. Making comparisons – Religion and Belief-O-Matic [making comparisons religions.jpg](#) [library exp making comparisons.doc](#) [example religion comparisons.jpg](#)
- v. \$30,000 for car
- w. Travel - \$5000 for graduation trip
- x. Family ancestry
- y. Goals and values
- z. Best pet for you using Flip It! Or Big 6
- aa. Create brochures
- bb. Annotated Webliography
- cc. Update school's Wikipedia entry
- dd. Scanning Assignment
- ee. Time management
- ff. Have students create the assignments



## 11. HAVE STUDENTS CREATE THE ASSIGNMENTS

K) In my absence [Letter to teachers Slim absence.doc](#) [Slim absent student log.doc](#) [Sub Plan 2004-2005 4-20-05.DOC](#)

L) Field Trips [CSUF Field Trip Pics.doc](#) [CSUF OCPL Itinerary.doc](#) [Fullerton College Trip Pics.doc](#) [Fullerton WhittierPL Itinerary.doc](#) [Library Club Field trip Permission.doc](#)

- a. Public libraries
- b. College and university libraries
- c. Classification systems, policies, databases
- d. Small = school van
- e. Huntington Library

M) Rewards

- a. Birthdays
- b. Pizza / Crazy Bread / Ice Cream parties [Pizza party.doc](#)
- c. Awards
- d. Letters of recommendation
- e. Pictures
- f. Fun Fridays – radio – rated G
- g. Notes home

Dear Malia \_\_\_\_\_,

Since you may be thinking of being a T.A. next year, why not be a Library T.A. or join the Library Experience class? You have the choice of taking the class for a letter grade (most students earn “A’s”) or for Credit/No Credit. In the library you can:

- Help out your fellow students and teachers
- Learn more about using a library (this definitely helps in college)
- Boost your GPA
- Help choose and process books for the library
- Do fun projects
- Leave your stuff at the library – like a locker!

If you have any questions or concerns, please see Mrs. Slim or email her at [mSlim@fjuhsd.k12.ca.us](mailto:mSlim@fjuhsd.k12.ca.us)  
Thanks for reading through this note!



## Some things you will/may do as a library aide:

- ❖ You will keep track of your tasks at the library on a sheet located in your shelf.
- ❖ You will write down a little about yourself, and any experience you have working in a library. You will also write down your name, your email address, your class schedule, and your favorite things like favorite candy, favorite clothing store, favorite restaurant and whatever else you can think of.
- ❖ You may create bookmarks and process magazines.
- ❖ You may pick books for the library collection, and when the books come in, I have a stamp (Selected for the La Habra High School Library by \_\_\_\_\_) that you use and then sign your name.
- ❖ You will think of a way to promote "your books" -- a display, a bibliography, a bulletin announcement, etc.
- ❖ You may help to process books, make photocopies, help students and teachers, and talk to classes.
- ❖ You may write a review of a book and publish it on the library website.
- ❖ You will do "Do we know Dewey" assignments on the web quest site. Then, as other interesting Internet sites come up, you will do something with those.
- ❖ And at the end of the quarter, I require a one to two page essay on what you learned while working in the library. You must do the essay in order to get an A.
- ❖ You will make signs and posters and displays. You do a better job of this than I do and I hope you will have fun with this project.
- ❖ You might work on a video, called " A day in the life of the school library" where you video yourselves and me checking in and out books, doing inventory, shelving books, and other tasks.
- ❖ You will do PR activities like making birthday and holiday cards for our teachers. You will have a bulletin board to keep the student event calendar updated with events and holidays, and they decorate for holidays.
- ❖ You will dust and clean the library to keep our library clean and the computers and books in order.
- ❖ You might spend 10 minutes each day on Mavis Beacon Teaches Typing.
- ❖ You may take scantrons to the attendance office, deliver messages to students, or stuff teachers' boxes.
- ❖ When you leave us, we write up letters of recommendation for you citing all of your areas of responsibility. This will help you when applying for programs and jobs.
- ❖ We will have an end of the year party with pizza and soda, or whatever you want.
- ❖ You will have access to sensitive information and library fine money. We expect you to be honest. Any abuses will get you dropped from the course and other penalties may apply.
- ❖ You will complete other assignments as assigned.
- ❖ Other responsibilities will keep you from being bored. This is a great course. You will learn a lot, and hopefully earn 5 units of "A."



**LHHS Library**  
*Procedures for Student Assistants*

Each day when you report to the library for class, you need to do the following:

**First:**

1. Check in with Mrs. Slim or Mrs. Gaona to be sure you are not marked absent on the scantron.
2. Place all personal items (jacket, backpack, books, purse, etc.) in the indicated place.
3. If there are patrons waiting at the circulation desk immediately see if your help is needed.

**Then:**

***CHECK THE CLIPBOARD FOR YOUR  
DAILY ASSIGNMENT!!!***

4. **Straighten up the library.** Push chairs under tables, put magazines and newspapers back in place, check computers, pick up papers, pencils, books left on tables, etc.
5. **See what jobs need to be done, for example...**
  - Books to shelve – if you need ANY help shelving a book, bring it to Mrs. Slim.*
  - Magazines to shelve*
  - Magazines to process (stamp - clean - exchange)*
  - Photocopies to be made*
  - Reading and straightening your assigned shelf area*
6. Check your box for your daily Assigned Library Duties form. Put check marks next to each task completed. Then look to see if any special jobs have been listed on the form.

**Get into the habit of checking each of these jobs to see what need to be done, and then DO IT without being told.**

**When you check your shelf area make sure that the books are neatly and tightly placed on the shelves, and that they are in the correct order. Give any books that are damaged or missing spine labels to Mrs. Slim or Mrs. Gaona.**

6. If you don't see any jobs left to be done, ask Mrs. Slim or Mrs. Gaona for an assignment.

**THIS IS A CLASS.** You are expected to adhere to general classroom expectancies, as well as good business etiquette. There are to be no food, drinks, or gum in the library. Personal conversations or grooming while you are working are NOT appropriate. You must be courteous to the students using the library - you are here to help them. If you are unable to answer a question, refer the student to Mrs. Slim or Mrs. Gaona.

7. If a Library Staff member is not available to answer the phone, please answer it by saying, "Library, student speaking."



# LHHS Library

## *Library Experience Grading Criteria*

Accuracy, initiative, dependability, willingness, enthusiasm, and cooperation are needed to be successful in any job. You have a chance to practice and improve these skills in this class.

You will be given instruction in basic library procedures such as processing and shelving books and magazines. Thereafter, you will be expected to show self-motivation in following those procedures, and looking for other tasks that need to be done.

**Grades are based as follows:**

1. **Dependability:** This means the accuracy, thoroughness, and neatness of your work. (30% of grade)
2. **Initiative:** This is the ability to recognize jobs that need to be done, and to do them without being told repeatedly what to do. (20% of grade)
3. **Personal Conduct:** This means that you are expected to be polite, pleasant, and cooperative in dealing with both staff and students. You are expected to be willing to learn and work. You are also expected to follow the normal *rules of the library* and not eat, drink, or chew gum. "Visiting" is not allowed during class. Tell your friends that violating this rule will *lower your grade*. (30% of grade)
4. **Punctuality:** You are expected to be ready to work when the bell rings.
5. **Attendance:** Daily attendance is important, as there are no out of class assignments, or homework but **you do receive a letter grade** (A, B, C, etc.) absences will lower your grade. More than 5 absences, whether excused or unexcused, unless made up will lower your grade one letter grade. *Absences may be made up at lunch or after school by prior arrangement.*
6. **Weekly performance quizzes:** These are simple assessments of basic library tasks. (10% of grade)
7. **Final:** This is a written test that will cover basic library procedures. (10% of grade)  
A pre-test will be given to check understanding. This pre-test is for diagnostic purposes only and will not be counted toward the final grade.

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**Sign to acknowledge that you have read and understand the above guidelines.**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and understand the expectations and grading criteria for Library Student Assistant. I have also read and understand the *Procedures for Student Assistants*.



**LHHS Library**  
***Student Assistant Grading Criteria***

Please evaluate yourself in the following areas. Please be honest. Return sheet to Mrs. Slim's desk.

- 9-10: Great
- 8: Very good
- 7: OK
- 6: Could use some work
- 5: Could use a lot of work

1. **Dependability:** This means the accuracy, thoroughness, and neatness of your work.

Fill in: \_\_\_\_\_ points out of 10

2. **Initiative:** This is the ability to recognize jobs that need to be done, and to do them without being told repeatedly what to do.

Fill in: \_\_\_\_\_ points out of 10

3. **Personal Conduct:** This means that you are expected to be polite, pleasant, and cooperative in dealing with both staff and students. You are expected to be willing to learn and work. You are also expected to follow the normal *rules of the library* and not eat, drink, or chew gum. "Visiting" is not allowed during class.

Fill in: \_\_\_\_\_ points out of 10

4. **Punctuality:** You are expected to be ready to work when the bell rings.

Fill in: \_\_\_\_\_ points out of 10

5. **Attendance:** Do you have more than 5 absences?    YES    NO    NOT SURE (circle one)

6. **Weekly performance quizzes:** *Your grade for this portion is on the attached sheet.*

**Sign to confirm that you have filled out your grade to the best of your knowledge.**

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

LIBRARY SCIENCE

I. Course Information

- |                                      |                            |
|--------------------------------------|----------------------------|
| 1. <u>Course Title:</u>              | Library Experience         |
| 2. <u>Length of Course:</u>          | Semester                   |
| 3. <u>Units of Credit:</u>           | Five                       |
| 4. <u>Prerequisites:</u>             | Librarian's recommendation |
| 5. <u>Grade Level:</u>               | 9-12                       |
| 6. <u>Special Course Designation</u> | None                       |
| 7. <u>Course Code Number:</u>        | 0941                       |

II. Course Description

Library Experience is designed to give the student experience in the field of library science. The student will become familiar with the functions of a library and assist other students in using the library. The student will be assigned duties related to circulation procedures, processing of periodicals, shelving and shelf reading, general filing, material processing, and media equipment. The student will be given a letter grade in the class, and this course may be repeated for credit.

III. Course Goals

1. The student will understand the organization of a library and assist with the library's operations.
2. The student will understand the information management strategies used to organize a library's collection and assist in the processing of materials.
3. The student will learn to assist students and staff in the locating and retrieval of desired materials and information.

IV. Course Content and Objectives

**Content**

A. Library Organization & Operations

B. Information Management

C. Research & Retrieval

**Learner Objectives**

The student will:

- A1. know the floorplan of a library, locating the fiction, nonfiction, reference, nonprint media, and periodical sections.
- A2. understand how fiction and nonfiction books, periodicals and nonprint media are organized.
- A3. locate books and reference materials using the Dewey Decimal System.
- A4. locate fiction books by author and Accelerated Reader criteria.
- A5. Assist students in the use of Library computers.
  
- B1. retrieve and return issues/copies of periodicals from stacks.
- B2. complete check-out, renewal, and check-in procedures.
- B3. prepare books for shelving, shelve/balance/front books.
  
- C1. complete a Subject Search using M3 OPAC™ and read/identify bibliographic data.
- C2. complete an Author Search using M3 OPAC™.
- C3. develop a strategy to find web-based materials using *The Big Six*™ literacy standards.
- C4. locate, retrieve and print a full text version of a magazine article using a selected database
- C5. demonstrate a knowledge of resources available via the school library web site.



# I am "ME"

Name or Nickname I wish to be called: \_\_\_\_\_

My Birthday is: \_\_\_\_\_

My Favorites are:

Foods: \_\_\_\_\_

Books: \_\_\_\_\_

Color(s): \_\_\_\_\_

Music/Groups: \_\_\_\_\_

TV Shows/Movies/Stars: \_\_\_\_\_

\_\_\_\_\_

Things to do: (Sports/Hobbies/Activities)

\_\_\_\_\_

\_\_\_\_\_

Members of my Family: \_\_\_\_\_

\_\_\_\_\_

Pets: \_\_\_\_\_

The earliest thing I can remember from my childhood is: \_\_\_\_\_

\_\_\_\_\_

Something interesting about me is: \_\_\_\_\_

\_\_\_\_\_

(For example.. someplace you've traveled, or were you born in a different state or country, do you have a special talent, has something really exciting happened to you)

Pre-Test for Library Aide Applicants

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Many tasks in the library involve organizing materials, alphabetically, numerically, or chronologically. This is a test of both your organizational skills and your ability to follow directions. Read the directions carefully for each section below and organize the examples as directed by numbering them from 1 to 6.

1. Put these in alphabetical order:

\_\_\_ hamburger \_\_\_ hamburg \_\_\_ Hamish \_\_\_ homeless \_\_\_ hapless \_\_\_ helpful

2. Put these in numerical order:

\_\_\_ 123.5 \_\_\_ 132.7 \_\_\_ 153.2 \_\_\_ 123.8 \_\_\_ 132 \_\_\_ 153.02

3. Put these in chronological order from oldest to newest:

\_\_\_ June 12, 1987 \_\_\_ July 10, 1986 \_\_\_ June 27, 1988 \_\_\_ June 23, 1987 \_\_\_ July 1, 1988 \_\_\_ July 3, 1986

4. Put these titles in alphabetical order. Ignore the words **a, an, the** at the *beginning of the title*.

\_\_\_ A Murder is Announced \_\_\_ Requiem for a Heavyweight \_\_\_ She Stoops to Conquer  
\_\_\_ The Remains of the Day \_\_\_ And the Band Played On \_\_\_ It Never Rains, it Pours

5. Put these in order, consider title first and then date:

\_\_\_ Time, August 10, 1986 \_\_\_ Newsweek, January 12, 1985 \_\_\_ Time, July 22, 1989  
\_\_\_ Newsweek, March 10, 1985 \_\_\_ Science, February 7, 1984 \_\_\_ America, January 2, 1993

6. Put these in order, numerically and then alphabetically:

\_\_\_ 304.2 Chavez \_\_\_ 304.4 Alberts \_\_\_ 304.02 Robinson \_\_\_ 304.4 Kellogg  
\_\_\_ 304.1 Shannon \_\_\_ 304.2 Aldama

# LIBRARY EXPERIENCE STUDENTS: AN INTRODUCTION TO LIBRARY SERVICE

## Day 1

Tour of workroom:

Place to stash stuff, copy machine, magazines, restroom, pamphlet files, cliff notes, portrait file, supply cabinets, handouts in student boxes, student handbook in boxes, GO OVER DAILY DUTIES – have them fill this out, explain how it is to be done EVERY DAY, and turned in on Fridays.

Handouts

Daily Duties Form (read/fill out)  
Library Procedures for Student Assistants (read)  
Library Student Assistant Grading Criteria (read/fill out)  
Pre-Test for Library Aide Applicants (fill out)  
I am “ME” (fill out)

Talk to Mrs. Slim about responsibilities

- Tardy policy strictly followed
- Serving students #1 priority
- Handling money/sensitive information. Can be dropped with “F.”
- After all duties completed, able to do homework from other classes. You may not always get to it.
- 3 unexcused absences = one unit lost

Do any necessary work

## Day 2

- 1) Check students’ box, make sure they take out Daily Duties form (to be turned in on Fridays)
- 2) “Fixing Computers at the Beginning of the period” (read)
- 3) Attendance scantron(s) to attendance office – read “how to take attendance scantrons”
- 4) Trip to principal’s office, meet Mrs. Bartolome, find out where teachers’ boxes are, newspaper (per. 1)
- 5) Review as necessary from pre-test, let students know there will be opportunities to practice.
- 6) Map exercise #1: Map of Library Collections
- 7) Map exercise #2: LHHS Library Special Collections
- 8) Do any necessary work

## Day 3

- 1) Daily duties form (complete)
- 2) Basic shelving:
  - Read shelves by *bookcase*, left to right & top to bottom
  - Demonstrate how to straighten shelves as you go and why
  - Discuss differences between fic and non-fic and location of special collections

Revised 11/13/2007

Macintosh HD:Users:marieslim:Desktop:CSLA Presentation:Best of the Best:First Days of School:Student Assistant Scope and Sequence First 7 days.doc

If in doubt about shelving, if anything seems wrong, ask!!

- 3) Practice arranging books (fic and non-fic) on cart shelving some fiction and one area of paperbacks
- 4) Greeting students, asking for a pass.

#### **Day 4**

Intermediate shelving:

When shelving fiction, if more than 1 title by author, put in order of title

Be sure books are not crowded when shelving. If there is no room *ask*, we will help you shift as needed

Demonstrate shelving at beginning and end of row (always check that shelving is correct *between* 2 books)

Practice shelving some fiction and one area of paperbacks

**SHELVE ALL BOOKS SPINE DOWN TODAY!!**

Classes coming in tomorrow – how to help find books on OPAC!!!

#### **Day 5**

Daily Duties

Help students find books, straighten shelves, watch/assist Mrs. Jacobson with checking out books (this may continue to be assignment for several days)

#### **Day 6**

Daily Duties

Review problems in shelving fic and paperbacks (redo if necessary)

Practice shelving non-fic

#### **Day 7**

Discuss what distinguishes a reference book:

Generally only refer to a chapter or part of the book

Cannot be checked out

Marked with prefix REF

Yellow spine label cover

Review:

Difference between fic and non-fic

Location of reference collection, paperbacks, SF, SC, Heritage, Fast Fun

If more than 1 title by an author of fic, how are they arranged

How are paperback books arranged or grouped

How do you tell the difference between paperback and general collection books?

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Macintosh HD:Users:marieslim:Desktop:CSLA Presentation:Best of the Best:First Days of School:Student Assistant Scope and Sequence First 7 days.doc

## Assigned library duties

**Remember:** Please place an “X” in the box when you have completed a task. If it is not applicable, write “NA” in the box.

When you have completed your regularly assigned duties, check with Mrs. Slim and Mrs. Garcia to see if there is anything else that needs to be done. If not, you can “man the desk” – assist students in finding word processing computers, outside photocopier, etc.

If you were absent during the week, mark “ab” in the top box for the appropriate day. **Date:** \_\_\_\_\_

Your Name	Valerie	Cindy	Megan	Kemi	Clarinel	Greg	Hosea	Jessica	Rosalva	Melvin	Anthony
1. Check computers and push in chairs											
2. Return stray books and mags											
3. Discard any trash											
4. Scantron to attendance											
5. Shelve books, read shelves, straighten and front books											
6. Help all students											
7. “Man” the desk											
8. Printer Paper											
9. Fill out this form											
<b>Other duties: (write in)</b>	Valerie	Cindy	Megan	Kemi	Clarinel	Greg	Hosea	Jessica	Rosalva	Melvin	Anthony

**Complete this form EVERY DAY or risk losing points or being marked absent!!! - The Sliminator**

## Assigned library duties

**Remember:** Please place an "X" in the box when you have completed a task. If it is not applicable, write "NA" in the box.

When you have completed your regularly assigned duties, check with Mrs. Slim and Mrs. Gaona to see if there is anything else that needs to be done. If not, you can "man the desk" – assist students in finding word processing computers, outside photocopier, etc.

If you were absent during the week, mark "ab" in the top box for the appropriate day. Date: 4/4/07

	0	1				2				3				4			5			
Your initials:	Ben	Tiffany	Chris	Danielle	Art	Perry	Mark	Greg	David	Sarah	Sam	Cameron	Tony	German	Adam	Dean	Michael	Octavio	Wes	
1. Check computers and push in chairs	X	X	X		X	X	X	X				X	X	X	X					
2. Return stray books and mags	X	X			X	X	X	X				X	X	X	X					
3. Discard any trash	X	X			X	X	X	X				X	X	X	X					
4. Scantron to attendance				X			X				X		X	X				X		
5. Check your mailbox	X	X	X	X	X	X	X	X				X	X	X	X					
6. Shelf books, read shelves, straighten and front books	X			X	X	X	X	X				X	X	X	X					
7. Help all students	X			X	X	X	X	X				X	X	X	X					
8. "Man" the desk	X		X	X	X	X	X	X				X	X	X	X					
INPUT GRADES																				
Other duties: (write in)	Ben	Tiffany	Chris	Danielle	Art	Perry	Mark	Greg	David	Sarah	Sam	Cameron	Tony	German	Adam	Dean	Michael	Octavio	Wes	
Fill out district survey					X	X	X	X	X											
Run a million errands			X		X				X				X	X	X	X	X	X	X	
Power Point!!!													X	X	X	X	X	X	X	
Poem or story!!									X				X	X	X	X	X	X	X	
Tomorrow - Library closed, but do computer																				
notes on computers									X	X	X									
Poetry Display									X	X	X		X							
Year books												X								

**Complete this form EVERY DAY or risk losing points  
or being marked absent!!! - The Sliminator**

**.DUTY AREAS FOR LIBRARY ASSISTANTS**

**Semester/Year:** Spring 02-03

**Duty Areas:**

Shelve Magazines: Rows 1-4  
\_\_\_\_\_

Shelve Magazines: Rows 5-6, Ref  
\_\_\_\_\_

Clean Magazines: \_\_\_\_\_

Stamp Magazines: \_\_\_\_\_

Rack Magazines: \_\_\_\_\_

Recycle as needed: \_\_\_\_\_

Shelve/Stamp Pamphlet: \_\_\_\_\_

Shelve Plays: \_\_\_\_\_

Shelve Cliff Notes: \_\_\_\_\_

Shelve Clip Art Books: \_\_\_\_\_

Stamp Newspapers: \_\_\_\_\_

Traffic Statistics: \_\_\_\_\_

Log Passes: \_\_\_\_\_

Cover Books: \_\_\_\_\_

Tape Books: \_\_\_\_\_

Created by Diana Jacobson

**Book Shelving Areas:**

Fiction A-K \_\_\_\_\_

Fiction K-Z \_\_\_\_\_

SF/SC Row 1 \_\_\_\_\_

000's Row 2 \_\_\_\_\_

100's Row 2 \_\_\_\_\_

200's Row 2 \_\_\_\_\_

300's Rows 3-4 \_\_\_\_\_

400's Row 5 \_\_\_\_\_

500's Rows 5-6 \_\_\_\_\_

600's Rows 6-7 \_\_\_\_\_

700's Rows 7-8 \_\_\_\_\_

800's Rows 8-9, 11-13 \_\_\_\_\_

900's Rows 13-15, 18 \_\_\_\_\_

900's Rows 19-20 \_\_\_\_\_

920's Row 15 \_\_\_\_\_

921's Rows 16-17 \_\_\_\_\_

Paperbacks \_\_\_\_\_

Heritage \_\_\_\_\_

Reference \_\_\_\_\_

Juv/Fast Fun \_\_\_\_\_

Encyclopedias \_\_\_\_\_

Library Competencies										
Fall 2004										
	Guide created?	Courtney	Chris	Diana	Marian	Meg	Katie	Xochil	Jennifer	
Birthdate:		11/12	3/9							
EXERCISES										
Pre-test		<b>9/2</b>	<b>9/2</b>		<b>9/2</b>	<b>9/2</b>	<b>9/2</b>		<b>9/2</b>	
Map Exercise										
Shelving on Cart										
Scantrons										
Tour workroom/supplies		<b>9/2</b>	<b>9/2</b>		<b>9/2</b>	<b>9/2</b>	<b>9/2</b>		<b>9/2</b>	
Meet Gigi										
COMPETENCIES										
Checking out books	handbook									
Checking books in	handbook									
Shelving fiction	handbook		Spring 2002							
Shelving non-fiction	handbook									
Cleaning magazines										
Stamping magazines	yes									
Shelving magazines										
Racking magazines	yes									
Stamping newspapers	yes									
Art work						<b>YES!</b>				
Typing / Word										
Statistics / Excel										
Cutting up forms, etc.										
Making photocopies	yes		Spring 2002							
Stamping books										
Labeling books										
Putting book jackets on books	yes									

11/13/07



	Guide created?	Courtney	Chris	Diana	Marian	Meg	Katie	Xochil	Jennifer	
Taping books										
Repairing books										
Searching Authorities duplicates			Spring 2002							
Computer skills			Spring 2002							
Filling paper in printer	yes									
Book PowerPoints										
Rolling Stone/People Index										
Mavis Beacon										
Process entire book										
Greet students/ collect library passes	yes		Spring 2002							
Discover Database										
LHHS Databases										
Input Library Passes	yes									
Delivering Printouts from printer	yes		Spring 2002							
Create barcode labels	yes									
Editing withdrawn patrons	yes									
Fixing computers at beginning of period	yes									
Answering the phone	Yes									
Take up attendance scantrons	Yes									
Recycle	yes									
Quarter packets	yes									
Use copy machine	yes									
Library usage stats	yes									
Book Cover Pictures	yes									
Z										

11/13/07



# Advertising

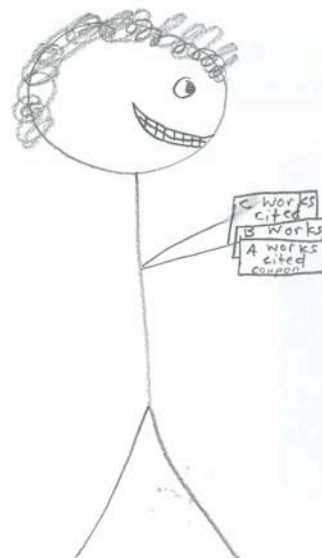
# Creating Your Works Cited in four easy steps

Troy High School Library  
Updated 2-6-07

1



2



Fill out your Works Cited Coupons (blue, pink, green, yellow, orange or ivory). Make sure that you have a lot of different colors.

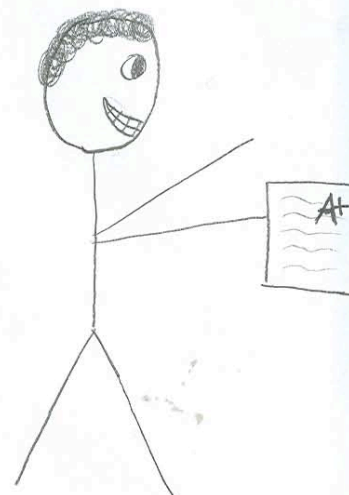
Put your filled out Works Cited Coupons in alphabetical order (alphabetized by the first word you wrote on each coupon).

3



Type up your Works Cited, following the rubric on the other side of this sheet and referencing the example at the bottom.

4



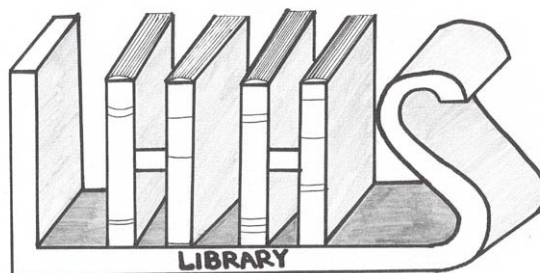
Earn an A+ on the Works Cited portion of the assignment. Remember that the research is very important too!



## LHHS Library Student Assistant Handbook

### Table of Contents:

pp. 1-2	Filing
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p. 7	Paperbacks
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pp. 9-10	Reading and Straightening Shelves
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p. 11	Checking Out Other Materials
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p. 12	Computer Printouts
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Created by Dolores Greenberg and updated by Marie Slim



## LHHS Library Student Assistant Handbook

To function successfully in any library, there are some basic principles and skills you will need to know. The following handbook is intended as your guide. If you have questions about any of the information, please ask questions.

### Intricacies of Filing

### Word by Word vs Letter by Letter

There are two basic ways to file alphabetically, *Letter by Letter* and *Word by Word*. In letter by letter filing you look at the letters as if there were no punctuation or no separation between words and simply put them in ABC order. Computers file letter by letter, while other resources may be either letter by letter or word by word. Phone books, for example, tend to be filed word by word. The following examples are filed *letter by letter*.

Green acres  
Greenbanks  
Green fields  
Greenford  
Green, Howard  
Greenshank

If we were to file the same examples *word by word*, the order of the list would be different, because the basic rule of *word by word* filing is "**nothing before something.**" This means that you count a space following a word as "nothing." Such a word would be filed *before* a longer word beginning with the same letters because the additional letters in the longer word would be "something." Following is the way the examples above would look filed *word by word*.

Green acres  
Green fields  
Green, Howard  
Greenbanks  
Greenford  
Greenshank

← We file this way!!!  
(Word by word).

When searching a resource we must be careful to decide which method of filing is being used. If someone were to look for a topic in the expected *letter by letter* position, and the list was filed *word by word*, he might decide that such an entry didn't exist, when in fact it was simply located in the *letter by letter* filing position..

Two additional things to remember about filing:



First, the three articles "A", "AN", and "THE" are *always ignored* at the beginning of a title. For example A Fine Madness would be filed under "F", and The Unforgiven would be filed under "U." However, Mark of Fire would come *before* Mark of the Coyote because "the" is not ignored **within a title**. Also, do not assume that all *little* words are ignored, you would file On the Waterfront under "O."

Second, people are **ALWAYS** filed by their **LAST NAME**. For example; Steve Adams would be found in the "A's".

When you are looking for someone, this gets tricky if the last names have prefixes, for example; Maria von Trapp. The rules vary from one language to another, so



## LHHS Library Student Assistant Handbook

the safest thing to do would be to check under the "t's" because that part of the name is capitalized, then if you don't find it, check again under "v."

Occasionally someone very famous may be known by a pseudonym or first name only. Examples: Mark Twain (pseudonym) will be found under Twain, because the pseudonym is filed as if it was a real name. O. Henry (also a pseudonym) will usually be found under "h", but may *sometimes* be found under "O" because it was considered one name by the filer. Rembrandt von Rijn is commonly known simply as Rembrandt, so will usually be found under that name. Billy the Kid (nickname) might be found under "Billy," because "the Kid" is not really a last name, or sometimes under his real name Bonney, William. If all that were not confusing enough, Leonardo da Vinci might be found under "da Vinci", "Vinci", or "Leonardo" depending on the philosophy of the source doing the filing. **Final bit of advice...when searching for a name that seems like it might be a special case, take your best guess and then check all other possibilities.**

- ☺ If you need any help at all, just ask Mrs. Slim or Mrs. Gaona!!!
- ☺ If you don't know where to shelve a book, don't guess. Give the book to Mrs. Slim or Mrs. Gaona and they will shelve it!
- ☺ A misshelved book is a "lost" book – no one will be able to find it if it is in the wrong place!



## LHHS Library Student Assistant Handbook

### Shelf Order - Fiction

Fiction books are first placed on the shelves alphabetically according to the authors's last name. In some libraries only the first three letters are used for sorting purposes, however, in this library we use the full last name of the author.

For example:

FIC	FIC	FIC	FIC
Stern	Stevens	Stevenson	Stewart

Then, if there is more than one author with the same last name, for example: Stevenson, John and Stevenson, Robert, their first names are used for further alphabetical sorting.

Finally, if there is more than one book title by the same author, for example: The Crystal Cave, Nine Coaches Waiting, and Touch not the Cat, all by Mary Stewart, the books would be further sorted by title.

The following list of books in correct shelf order provides examples of the above rules.

FIC <i>Adler</i>	<u>The Wake of the Red Witch</u> by Robert Adler
FIC Christie	<u>The Clocks</u> by Agatha Christie
FIC Christie	<u>Ten Little Indians</u> by Agatha Christie
FIC Stevenson	<u>Mission Behind Enemy Lines</u> by James Stevenson
FIC Stevenson	<u>Kidnapped</u> by Robert Louis Stevenson
FIC <i>Torres</i>	<u>Night to Remember</u> by Umberto Torres



## LHHS Library Student Assistant Handbook

### Shelf Order - Non-Fiction

Non-fiction books are arranged numerically on the shelves according to their **SUBJECTS**. These subjects have been given numbers, so that all the books written about the different aspects of that particular subject will be grouped together. It is more convenient to the user to find, for example, all the cookbooks together in one section of the library. A system for doing this grouping or *classification* was developed by a man called Melville Dewey. It is called the Dewey Decimal System because it makes use of decimals after the numbers to further divide the categories. It is the system which we use in the LHHS Library. Most school and public libraries use this system, while larger academic libraries in colleges and universities usually use the Library of Congress Classification system. This is a more sophisticated and complicated system intended to classify huge collections of books that may number in the millions.

The Dewey Decimal System ranges from 000 to 999. It is not necessary for you to memorize all the numbers in the Dewey Decimal System, but having a general idea of the basic system is very useful. The following is an overview of how different subjects are numbered:

000	Generalities	This is where things like the Guinness Book of Records would go
100	Philosophy	Besides standard philosophy this is where you find things like witchcraft and UFO's
200	Religion	Besides modern organized religions this is where you would find things about mythology and cults
300	Social Sciences	Stuff like economics, government, laws, legislation and politics
400	Language	Dictionaries, thesauri, foreign language instruction, and theories of language origins
500	Pure Sciences	Math, astronomy, chemistry, biology, and information about plants and animals
600	Technology (Applied Sciences)	Cooking, animal care, space flight, inventions, and things like woodworking and metalworking
700	The Arts	Drawing, painting, printmaking, cartooning, and the history of art
800	Literature	Classical literature, poetry, plays, and critical information on various authors
900	Geography/History	Maps and descriptions of U.S. and other countries, all history from ancient civilizations to the present





## LHHS Library Student Assistant Handbook

The following examples are arranged **in correct shelf-list order** by their Dewey Numbers:

520	520.01	520.10	520.135
Beringer	Sanders	Adams	Chapman

As in word by word filing, the rule in Dewey shelving is "**nothing before something.**" So .01 will always come *before* .1.

Since many books will have the same Dewey number, because they are on the same subject, they are then sorted alphabetically by author's last name.

Example:

610	610	610	610
Alberts	Chandler	Sutton	Yerba



## LHHS Library Student Assistant Handbook

### Shelf Order - Non-Fiction - Biographies

Biographies are non-fiction books that have *special* filing rules. They are shelved in this library under the Dewey number 921, which is the number designated for individual biographies, and then they are in alphabetical order by ***the name of the person the book is about***. This is unique to biographies.

In some libraries you will find biographies filed under the designation **92** or **B**, but they will then always be in alphabetical order by the name of the person the biography is about. This keeps all books on the same person together, no matter the name of the author.

For example:

921  
Hitler

Adolf Hitler: a Portrait in Tyranny by John Toland

921  
Hitler

Adolf Hitler: a Study in Tyranny by Alan Bullock

921  
Hitler

Hitler

by Edward Dolan

921  
Hitler

The Last Days of Hitler

by H.R. Trevor-Roper



## LHHS Library Student Assistant Handbook

### Reference

Reference books are identified by **REF** above the call number. They also have yellow spine labels. They are shelved by their Dewey numbers in the **Reference** section, following the same rules as other non-fiction books. The hardest thing, it seems, for students to understand, is that the reference section is a completely different section of non-fiction numbers.

Even though Reference books have barcodes, they do **NOT** circulate. The barcodes are used to identify them as unique titles to the computer, and for inventory purposes. Students generally may NOT check out Reference Books. A Reference book is usually something that someone would look up information in, not read from cover to cover.

### Other *Special* Sections

In addition to **Reference**, there are several other *Special* sections in our library:

#### **Play Scripts**

Plays are filed by **title** in the file cabinets by the drinking fountain.

#### **Story Collection**

Short Stories shelved on first bookcase facing office. Marked **SC**.

#### **Science Fiction**

Shelved next to Story Collection. Have **RED** spine labels, marked **SF**.

#### **Heritage**

Shelved in the "Pit" and marked with green spine labels.

#### **Fast Fun**

Marked with blue labels, and filed by reading level indicated by colored dots.

#### **Graphic Novels**

Shelved face-up by the Fast Fun books. They have a red dot on the spine.

### Paperback Section

There are both Fiction and Non-Fiction books in the paperback collection. Non-Fiction Paperbacks are filed by Dewey number, just like books in the hardcover collection. Paperback Fiction books are *grouped by categories*: **Mystery/Horror, Romance, History/Adventure, Science Fiction, Fantasy, Classics, Teen/Young Adult, Story Collection**. They are grouped this way to make it easier for library patrons to browse for a certain type of book. Within each section they are filed alphabetically by author following the normal rules for fiction.



## LHHS Library Student Assistant Handbook

### **General Encyclopedias**

The general encyclopedias are all shelved on the bookshelf facing the center of the library and to the left of the pit. Some of these encyclopedias may be checked out. These are identified by yellow tape on the spine, and a "3DAY" checkout sticker next to the barcode.

When re-shelving encyclopedias, it is *very important* to check the *date on the spine*, and whether it is a circulating or non-circulating volume, because we have several sets of encyclopedia with the same title, and same color covers. For example the 1982 and 1986 World Book sets are almost identical except for the date and the fact that one is stamped in black ink and the other in blue. They are hard to tell apart, so be sure to look carefully.



## LHHS Library Student Assistant Handbook

### Reading and Straightening Shelves

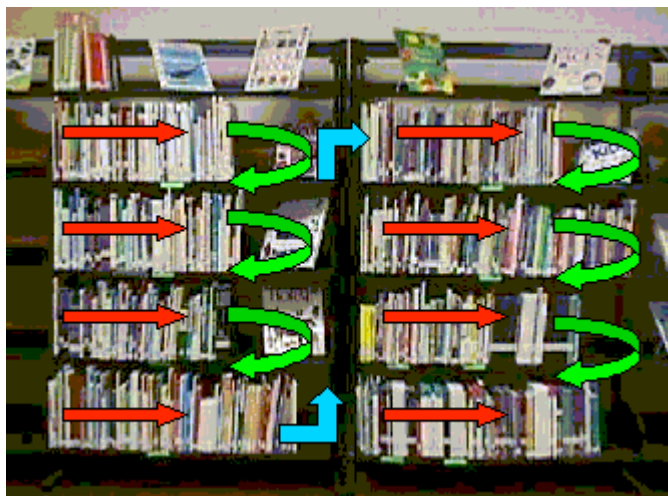
When you work on your assigned shelf area, you need to do three basic things:

1. **Make sure all the books are in correct shelf order.**
2. **Bring all books forward so they are aligned evenly with the edge of the shelf.**
3. **Tighten the bookends, so that the books stand up straight and look neat.**

Remember, books are shelved:

left-to-right, top-to-bottom

“Start at the **left** on the top shelf and move to the **right** until the shelf ends. Then, you go to the **next shelf beneath** that and do the same, **left to right, top to bottom.**”



from <http://www.columbia.k12.mo.us/dre/dewey/Basic/lrtb.htm>

As in any display of merchandise in a store, how the shelves "look" is an important aspect of a *well organized* and *inviting* library. Also, when books get pushed back from the edge, they tend to get pushed behind and "lost" in back of other books. Checking "behind" shelves of books is an important thing to remember. You never know what might be lurking back there.

Even more critical, naturally, is that the books be in the correct order when someone is searching for them. Again, a book out of order is in actual fact a "lost" book.

When you "read" your area, and find a book that is very out of place, in other words, from an entirely different area, it is better to just pull it out to reshelve later. It takes too much of your time, waste steps, and worst of all breaks your concentration on the area you are working, to run all over the library shelving books at random. Of course, if the book merely needs to be shifted to another location in the area you are working, it makes sense to do it right then.



## LHHS Library Student Assistant Handbook

### Checking Books In and Out

As soon as you are an expert on all the sections of the library and have proven yourself to be VERY responsible, you will be trained on using the computers to check out books to students. This is a very sensitive issue – you may not reveal student records to ANYONE, and you will be dealing with handling fine money. Only students who have proven themselves to be completely trustworthy will be allowed to check books in and out. Procedures for book check-out and return are as follows:

<p><b>Book Checkout</b></p> <ol style="list-style-type: none"> <li>1. Students <b>MUST HAVE ID WITH THEM – NO EXCEPTIONS</b></li> <li>2. Be sure you are in LOAN mode.</li> <li>3. Some ID's <b>DO NOT SCAN</b> so you will have to type in the ID number. Be very careful and <b>ALWAYS</b> check that student's name comes up correctly on screen!!!</li> <li>4. Scan barcode on book. Check that correct book title appears on screen. If barcode is bad and hard to scan, there is a second barcode on the <b>TITLE PAGE</b>.</li> <li>5. Stamp due date on date slip in front of book. If book has a special circulation (i.e. overnight, 3 day, 7 day) there will be a sticker on front cover next to barcode. You will have to check due date on screen and change the secondary date stamp in the cup to whatever date is required.</li> <li>6. Put book through desensitizer. (Be sure rocker switch is tipped to <b>DESENSITIZE</b>)</li> <li>7. Always <i>call student by name</i> and <i>tell them the due date</i>.</li> <li>8. If student has an overdue or fine they <b>may not check out</b> any more books until they clear their record. <b>ALWAYS ASK</b> if you're not sure.</li> <li>9. There is a three book limit. The computer will warn you that this limit has been reached.</li> </ol>	<p><b>Book Checkout</b></p> <ol style="list-style-type: none"> <li>1. Click on LOAN mode</li> <li>2. Scan ID.</li> <li>3. Scan book.</li> <li>4. Stamp due date.</li> <li>5. Desensitize book</li> <li>6. Give book to student and tell them the due date.</li> </ol>
<p><b>Book Return</b></p> <ol style="list-style-type: none"> <li>1. Be sure you are in RETURN mode.</li> <li>2. Scan book barcode.</li> <li>3. If fine is created and student is standing there, let them know about the fine. If they wish to pay it immediately the screen will prompt you. Be sure their record is cleared. The money goes into the cup in the top desk drawer. <b>ASK</b> if you are unsure about anything.</li> <li>4. Be sure rocker switch is tipped to <b>SENSITIZE</b> and pass book through machine. It should <b>CLUNK</b> and <b>FLASH</b>.</li> <li>5. Put book on appropriate spot on brown shelves.</li> <li>6. <b>NO BOOKS</b> are to be placed on that shelf <b>until</b> they have been run through RETURN screen and SENSITIZING machine!</li> </ol>	<p><b>Book Return</b></p> <ol style="list-style-type: none"> <li>1. Click on RETURN mode.</li> <li>2. Scan book.</li> <li>3. Sensitize book</li> <li>4. Put book in spot on brown shelves.</li> <li>5. If there are fines, student may pay.</li> </ol>
<p><b>Book Renewals</b></p> <ol style="list-style-type: none"> <li>1. Be sure you are in RENEWAL mode.</li> <li>2. In RENEWAL mode scan book. <b>If there is no fine created</b>, stamp new due date. <b>If there is a fine</b> on the book, the student must pay the fine before they can renew the book. If they are not prepared to pay at that moment, tell them you will hold the book for them. Write their name, today's date and amount of fine on a piece of scratch paper. Insert in book and place on shelf to the left of the CIRC computer.</li> </ol>	<p><b>Book Renewals</b></p> <ol style="list-style-type: none"> <li>1. Click on RENEWAL mode.</li> <li>2. Scan book.</li> <li>3. If there are fines, student must pay.</li> <li>4. Stamp new due date.</li> <li>5. Tell student new due date and give them book.</li> </ol>



## LHHS Library Student Assistant Handbook

### Checking Out Other Materials

If you give out a magazine, textbook, a book from Mrs. Slim's Office, or a calculator, etc. be sure to either get the student's student ID card or some other form of collateral (a shoe, a wallet, etc.).

The following items require that students fill out a slip for use:

Pamphlet File Folders from the workroom  
Back Issues of Magazines  
Background Notes/Culturegrams

### Shelving

1. Books to be shelved are sorted on the shelf behind the desk.
2. They should be placed in shelf order on a book truck.
3. They are to be placed **carefully** on the shelves by either Dewey Numbers or Author's last name as appropriate for Fiction. You are responsible for the correct shelving of books in your area.
4. Paperback fiction is shelved in the paperback area on aisle 24 first by the color coded dots (See shelf markers or Mrs. Gaona's list for guidance) and then by the regular rules for shelving fiction.
5. Paperback non-fiction (all yellow dots except for Biographies 920's and 921's which have blue dots) is shelved on aisle 23 according to regular rules for shelving non-fiction.
6. Reference books (identified with REF and yellow spine labels) are shelved in the **Reference Area** by their Dewey Numbers.

**Remember!** Accuracy is **very** important.

### Photocopies

1. The machine in the library workroom is for staff use **ONLY!**
2. The machine(s) in the library are \$.15/copy. We do not provide students free copies.
3. If you have any problem at all with any of the copy machines (e.g. jamming, needs paper, needs toner, any kind of error message), check with Mrs. Slim or Mrs. Gaona.



## LHHS Library Student Assistant Handbook

### Computer Printouts

Each student may have up to five pages per day printed from the computer without charge. Each additional page is .05 each. Students are NOT to pull pages out of the printer themselves.

<b>Other Prices:</b>	Photocopies	.10 each	Computer printouts	.05 each
	Notecards	25 for .25	Color copies*	.50 each
	Scanned/resized images*	.50 each		

\* ask an adult

### Library Terminology

Every job or profession has its own "jargon" or group of unique words. To feel comfortable in any job a person must learn this "jargon." The following list gives the meanings for some of the more common library terms.

- Alphabetical:** Placed in order according to the letters of the alphabet. Alphabetical files can either be letter by letter or word by word . (see explanation in section on filing)
- Booktruck:** The wheeled, shelved cart used for sorting and transporting books.
- Chronological:** Placed in order by date.
- Circulate:** Materials which leave the library on loan to patrons are said to "circulate," in other words go out and back in.
- Clear:** To remove a book or fine from a patron's record.
- Desensitize:** To deactivate the security mechanism in the book which causes the alarm to sound. This is done by placing the book in the desensitizing device and must be carefully done for each item which is properly checked out. When items come back they are re-sensitized.
- Dewey Number:** Numbers assigned to non-fiction books by the Dewey Decimal Classification System. Books are arranged numerically on the shelves. This keeps books on like subjects grouped together. (see explanation of Dewey Decimal Numbering)
- Non-circulating:** Materials, such as reference books, which do NOT leave the library.





## LHHS Library Student Assistant Handbook

- Numerical:** Arranged in order by number.
- OPAC:** Online Public Access Catalog. The "card catalog" on the computer.
- Periodicals:** Magazines, newspapers, journals, or anything which is published on a regular basis; that is daily, weekly, monthly, quarterly, etc.
- Read Shelves:** Inspect books on shelves to make sure they are in their proper order. Shelves are "read" from left to right and top to bottom within each section of the bookcase like the pages of a book.
- Reference:** Basically, these are sources that are not read from cover to cover, but only referred to for specific information. These are generally materials like encyclopedias, dictionaries and the like which do NOT leave the library.
- Reshelve:** To replace books on the shelves in the correct order.
- Straighten Shelves:** To pull books even with the front edge of the shelves and tighten them against the left side with the bookends.

Name \_\_\_\_\_

Date \_\_\_\_\_

Period \_\_\_\_\_

30

**Library Experience  
Final Exam  
Spring 2007**

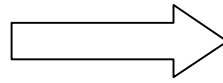
1) List the steps you would take to access your Library Experience homework from the school's website. (you may use a computer to help you write this down) (4 pts.)

2) Name a section of the library and write the kinds of books you might find there: (3 pts)

3) How is an online database different from the regular Internet? (3 pts.)

One point each (Identify)

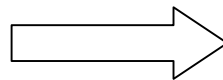
4) This is a



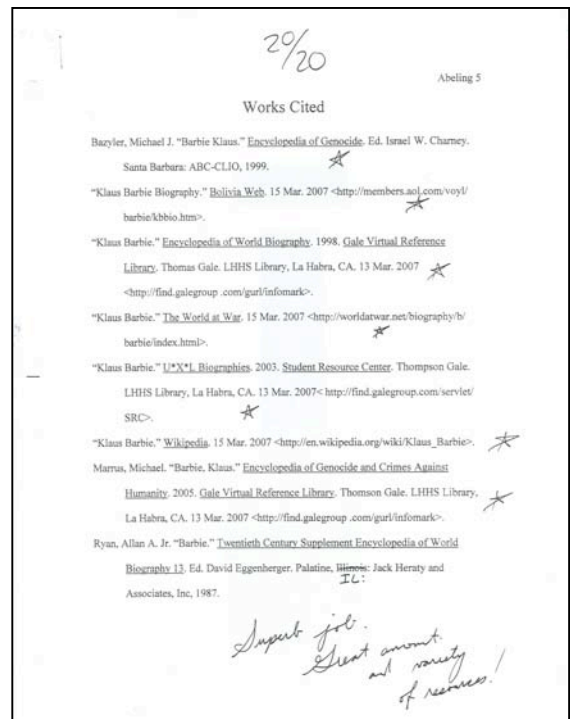
\_\_\_\_\_



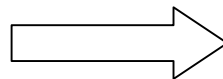
5) This is a



\_\_\_\_\_



6) This is a



\_\_\_\_\_



7) Fill out this Works Cited coupon for the book illustrated below it: (5 pts)

Alphabetical order \_\_\_\_\_ Name \_\_\_\_\_

**Book BIBLIOGRAPHY (works cited)**

AUTHOR (last name, first name, middle initial.) \_\_\_\_\_ (period).

TITLE (underlined) \_\_\_\_\_ (period).

PLACE of Publication \_\_\_\_\_ (colon):

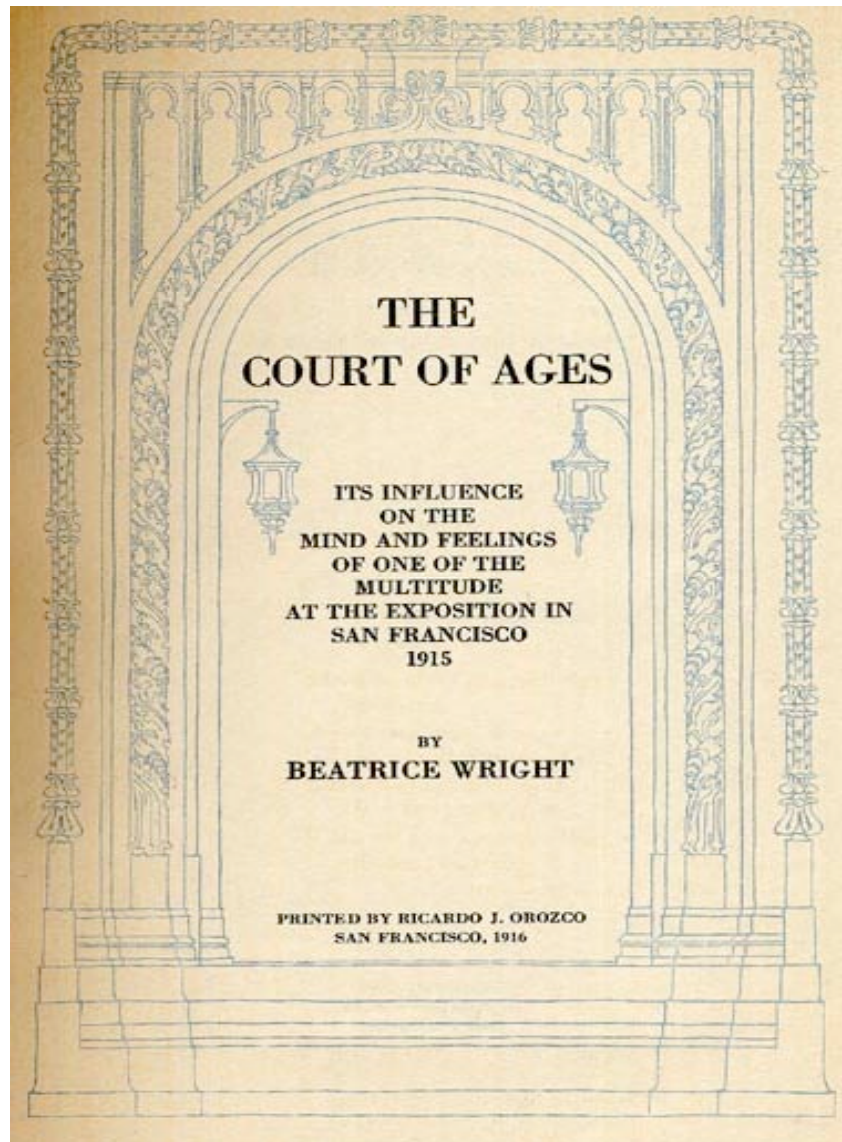
PUBLISHER \_\_\_\_\_ (comma). YEAR \_\_\_\_\_ (period).

G  
R  
E  
E  
N

**Example:** Geisert, Arthur. The Etcher's Studio. Boston: Houghton Mifflin Company, 1997.

**BOOK BY MORE THAN ONE AUTHOR:** Thomas, Frank, and Ollie Johnston. Disnev Animation: The Illusion of Life. New York: Abbeville Press, 1981.

**BOOK WITH AN EDITOR:** Wolfe, Thomas. The Thomas Wolfe Reader. Ed. Hugh Holman. New York: Scribners, 1962.



- 8) When you clean a computer, should you spray the cleaner on the keyboard directly or on the paper towel? (2 pts.)
- 9) List one of the things that happened on your birthday (in history): (1 pt.)
- 10) What very important piece of information was listed on the lower portion of the slides of your “trivia” Power Point? (2 pts.)
- 11) Name three things that a library experience student should do every day that are listed on the clipboard. (3 pts.)
- 12) Name one way that Mrs. Slim can make sure to get top-notch TA’s next year – students who will do the work without having to be reminded and who will not slack off. (2 pts.)
- 13) Your grade in this class is currently a(n) \_\_\_\_\_ with a percentage of \_\_\_\_\_. Does this accurately reflect the amount of time and energy you spent on the library this semester? Why or why not? (2 pts.)

Have a great summer!

Chris M.  
4/3/07

- Create 6 slides for 3 questions and 3 answers. You can use the slides on this Power Point and fill in your own information. Use entertaining trivia from at least 2 different sources.
- Put in at least one graphic on at least 3 of the slides. You can change the slide background if you wish.
- Save the Power Point to the Thawspace of the computer (or Desktop if the Thawspace is unavailable).
- Email the Power Point to Mrs. Slim at marieslim@yahoo.com - put your name in the subject line. Need help? Ask Mrs. Slim or Mrs. Gaona
- Examples you can look at are on slides 9 – 16.
- This Power Point will be used to entertain high school students when they are waiting for class to begin.

## Question:

- Which rock group was born when guitarist Paul Stanley met bass player Gene Simmons in 1973?

## Answer:

- Which rock group was born when guitarist Paul Stanley met bass player Gene Simmons in 1973?
- Kiss.



- Source: Hochman, Steve, ed. *Popular Musicians*. Pasadena: Salem Press, 1999.

## Question:

- Which pop diva of Venezuelan, African-American and Irish descent was born on March 27, 1970?

## Answer:

- Which pop diva of Venezuelan, African-American and Irish descent was born on March 27, 1970?
- **Mariah Carey**.



- Source: Source: Hochman, Steve, ed. *Popular Musicians*. Pasadena: Salem Press, 1999.

## Question:

- Which popular singer starred opposite Denzel Washington in the motion picture *The Preacher's Wife*?

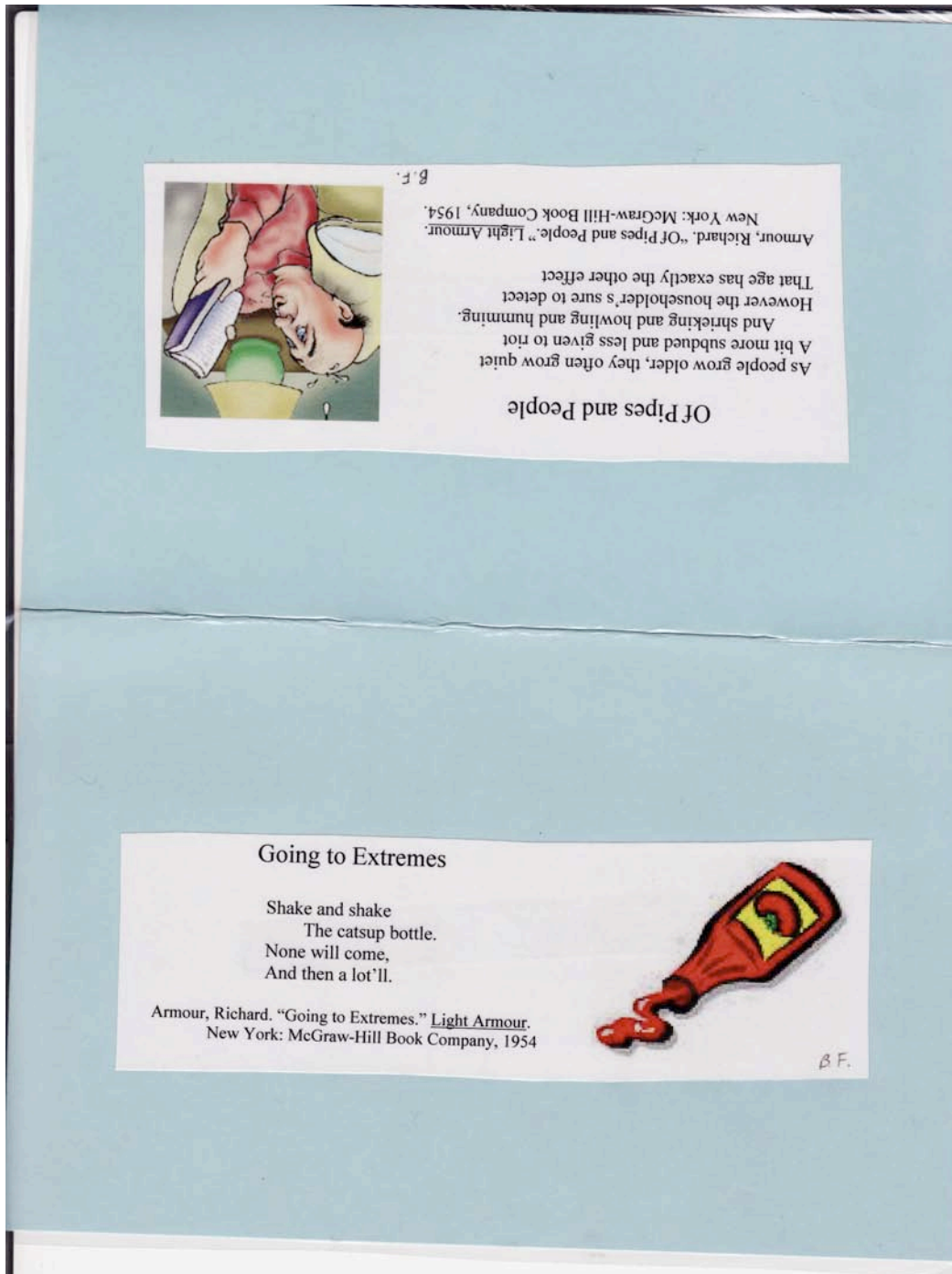
# Put your name here

# Put date here

- Create 6 slides for 3 questions and 3 answers. You can use the slides on this Power Point and fill in your own information. Use entertaining trivia from at least 2 different sources.
- Put in at least one graphic on at least 3 of the slides. You can change the slide background if you wish.
- Save the Power Point to the Thawspace of the computer (or Desktop if the Thawspace is unavailable).
- Email the Power Point to Mrs. Slim at [marieslim@yahoo.com](mailto:marieslim@yahoo.com) - put your name in the subject line. Need help? Ask Mrs. Slim or Mrs. Gaona
- Examples you can look at are on slides 9 – 16.
- This Power Point will be used to entertain high school students when they are waiting for class to begin.

# Poetry Placard Assignment

Create a double-sided placard to celebrate poetry! Remember to place a source citation at the bottom. Use two poems by the same author or two poems with a similar theme. Be sure to find two graphics to accompany your poems.





## Book Review and Book Excerpt

**Objective:** Students will write a book review and type out an excerpt from a book.

**Purpose:** To learn how to use Microsoft Word, and to become better acquainted with a book.

Directions:

- 1) Double click on the Word icon.
- 2) Go to File → Page Setup → Margins → Set Left = 2.00", set Right = 2.00"
- 3) Click on OK.
- 4) Go to File → Save As → My Documents → Book Reviews → Type in the name of the book for "file name," then click on "Save."
- 5) Choose a font.
- 6) Click on the button for centering text.
- 7) Change the size to 16.
- 8) Click on the B button (for bold), and the U button (for underline).
- 9) Type out the title of the book.
- 10) Hit the Enter key once.
- 11) Click on the B button (to "un-bold"), and the U button (to "un-underline").
- 12) Change to left side button
- 13) Change the size to 12.
- 14) Hit the tab key.
- 15) Write a book review. (Directions on the back and example below).
- 16) Click on the spell-check (ABC check) button.
- 17) Save
- 18) Print and turn in.
- 19) Make any corrections after you receive it back.
- 20) Save and print.
- 21) Put the paragraph on a manila folder triangle.
- 22) After that, find an interesting EXCERPT from the book, type it up, save it and print it out!!!

**The book review will go in the library!**

**Example:**

### Dark Lord of Derkholm

Diana Wynne Jones

Genre: Fiction- Fantasy

Pages: 345

Summary: A solitary wizard and his family are unknowingly thrown into a plot to overthrow the tyrannical Mr. Chesney and save their world from his Pilgrim Tours.

Review: An intriguing book. Dark Lord of Derkholm seems to always be throwing out a new problem for our heroes to deal with. Even after Blade and Kit are saddled with organizing everything, they have to deal with temperamental kings, dragons, geese, lawyers, and demons, not to mention someone sabotaging their campaign every step of the way. This book will keep you guessing until the very end.

# Steps for Writing a Good Book Review

– from <http://leo.stcloudstate.edu/acadwrite/bookrev.html>

## Introduce the subject, scope, and type of book

Identify the book by **author**, **title**, and sometimes **publishing information**.

Specify the **type** of book (for example, fiction, nonfiction, biography, autobiography). Help your readers to review with perspective.

## Briefly summarize the content

**For a work of fiction**, briefly review the story line for readers, being careful not to give away anything that would lessen the suspense for readers.

**For a nonfiction book**, provide an overview, including paraphrases and quotations, of the book's thesis and primary supporting points.

## Provide your reactions to the book

**Describe the book:** Is it interesting, memorable, entertaining, instructive? Why?

**Respond to the author's opinions:** What do you agree with? And why? What do you disagree with? And why?

**Explore issues the book raises:** What possibilities does the book suggest? Explain. What matters does the book leave out? Explain.

**Relate your argument to other books or authors:** Support your argument for or against the author's opinions by bringing in other authors you agree with.

**Relate the book to larger issues:** How did the book affect you? How have your opinions about the topic changed? How is the book related to your own course or personal agenda.

Library Experience Students  
Book Power Point  
Due \_\_\_\_\_.

Create a Power Point on your favorite book of all time.

Slide 1: Make sure to include: The name of the book you are presenting, the author of the book, your name, my name, the class: "Library Experience" and the date. Put in one image that pertains to the book. Images can be found at [www.ditto.com](http://www.ditto.com) and other places on the Internet

Slide 2: Who are the characters in the book?

Slide 3: Where does the book take place?

Slide 4: In which time period did the book take place?

Slide 5: A brief summary of the book

Slide 6: What is your favorite part of the book?

You can jazz up this presentation as much as you want. It is due to me on disk by

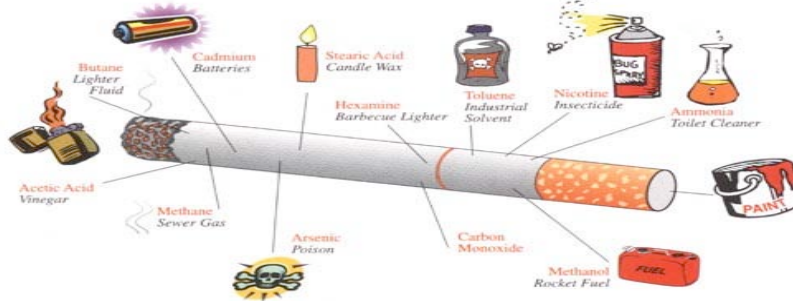
\_\_\_\_\_.

# Toxicologist



**Biohazard**

Author: Tim  
Teacher: Mrs. Slim  
Class: Library Experiences  
21 October 2005



## What Do They Do?

- Toxicologists prepare samples of toxic substances for analysis
- Dissect dead animals and examine organs for toxic substances
- They test and analyze blood samples for the presence of toxic conditions



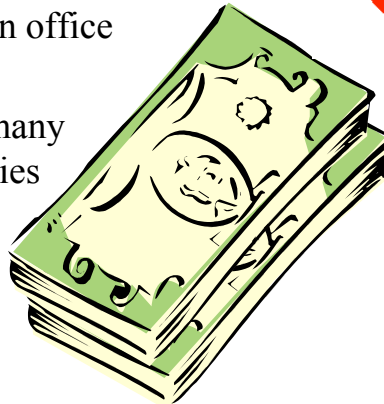
- Help to develop treatment for toxins
- Finds new toxins so as to save people from using them
- Stops companies from using harmful products
- I get to help people
- I get to protect people
- I get to stop companies from hurting people and animals

## Three Positives




## More Positives

- Pays well
  - I like money
- Doesn't work in office
  - I hate offices
- Can work for many different agencies
  - I like choices



## Three negatives



- Uses live test subjects
  - Animals and plants
- You have to write a lot
  - Observations during experiment and the results
- Depends on grants for money
  - Government, private, university

## Works Cited

“Toxicologist”

Discover career planning. 19 Oct. 2005

<http://webapps01.act.org/eDISCOVER/Index.jsp>



*Joy of the 900's*

- ❖ Jennifer
- ❖ Period 4
- ❖ Library Experience
- ❖ 19 October 2004



*900's*

The Joys of Geography and  
History

*Check it out you might be surprised...*

## Help! Where's the 900's??

- ❖ Step one: Enter the **Library**
- ❖ Step two: Walk *straight* in to the computers
- ❖ Step three: **Look** for the numbered signs
- ❖ Step four: Locate signs with 900 numbers on them
- ❖ Step five: Walk to the bookcases housing the 900's
- ❖ Step six: **Enjoy!**

## How do you Shelf 900's?



- ❖ In the 900's you shelf **numerically** unless you have the same numbers then you shelf by the author's last name
- ❖ If you still have duplicates then shelf using the title



## *Am I Special???*

- ❖ *Of course you are!* But the books are more important right now. Moving on...
- ❖ In the 900's there are ***no*** special markings or labels, so you don't have to worry about them.



## Due 2-23-07: Online Database Coupons Project Library Experience

Your objective is to fill out 2 Online Database Coupons for a career that you think you might enjoy. This will allow you to become an “Expert” on the 2 Career Databases that we have. I want you to be able to help the seniors who will be coming in to complete their career research project.

- 1) Think of a job title you are interested in.
- 2) Go to [www.ilovelibraries.com](http://www.ilovelibraries.com)
- 3) Click on “My Teacher’s Web Links.”
- 3) Use the pull-down menu to find “A. Career Research.”
- 4) Click on “Choices Explorer” and “Discover Career Database”

Look at the articles on your chosen profession and fill out a pink sheet for the Choices Database and another pink coupon for the Discover Career Database.

Helpful Hint: **There is probably no author nor original source for each database.**

### Choices Explorer Database:

Site ID: 0010437

Password: dreams

Name of database: CXOnline

Name of online service: Bridges

### Discover Database: (Follow the attached worksheet to log in)

Name of database: Discover

Name of online service: ACT

When you are done put your two pink coupons in the “Databases” folder in the homework box!

Alphabetical order \_\_\_\_\_

### Online Database BIBLIOGRAPHY (works cited)

AUTHOR *if available* (last name, first name, middle initial) \_\_\_\_\_ (period).

ARTICLE TITLE (“quotation marks”) \_\_\_\_\_ (period).

Original Source of Article (underlined) \_\_\_\_\_ (period).

DATE OF publication of original source (day month (abbreviated-period.) year) \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year (period).

NAME OF THE DATABASE USED (underlined) \_\_\_\_\_ (period).

NAME OF THE ONLINE SERVICE \_\_\_\_\_ (period).

NAME OF PROVIDING LIBRARY: **LHHS Library, La Habra, CA.** (Write this out)

DATE OF access (day month (abbreviated-period.) year) \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year (no period)

URL (<Web site address in angle brackets>) \_\_\_\_\_ (period).

**Examples:** Buckley Jr., William F. “Colin Powell Says It Almost Right.” National Review 28 Aug. 2000: 59. MAS Full Text Ultra. EBSCO Host Web. LHHS Library, La Habra, CA. 13 Sept. 2000 <<http://search.epnet.com>>.

# Final Exam 1/22 – 1/25/07

## LHHS Library Experience

Thank you for your dedication, professionalism and support of your high school library. Mrs. Gaona and I are very grateful for your help this past semester.

Next month, February, is Black History Month. In order to help students find books that they would like to read to honor African-American pioneers, I would like for you to create 3 sets of 3 bookmarks that would each highlight a different African-American biography (or autobiography).

Format:

You will need to download 3 files from the library's website. Save them into the Thawspace. One is the template you can use, named "bookmarks". Save it to the Thawspace of the computer you are working on. Then click on "Save As." Save it as "name of person bookmarks by your name." For example: Martin Luther King Bookmarks by Christine. Do this for 3 sets of 3 bookmarks (you will do 3 bookmarks for 3 different books). There is also an example sheet and a copy of this sheet.

At the top of each bookmark, type "Read me!" or "Check me out!" or something similar. Then put a picture of the book under this message. To get the picture of the book, go to Amazon.com and look up the book. **If you find the picture you need, click on it. Then right-click on the bigger picture, and left-click on "Copy." Now go to your Word document and click "Edit → Paste." If the picture is too large, left-click on it and use the black handlebars at the corners to resize it.**

If you don't find the picture of the book on Amazon, go to [www.ditto.com](http://www.ditto.com) to find a picture that is applicable to your subject. Then follow the directions above (in bold).

Then type up the....

Title: (In **bold!**)

Author:

Call Number:

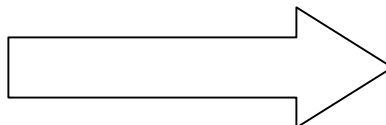
Copyright Date:

Number of pages (not including index or glossary):

Quote from the book in italics and quotation marks:

Then put your initials and date at the bottom.

Need help? Look at the example



You may use any font that is legible and in good taste.  
Do not use more than two different fonts.

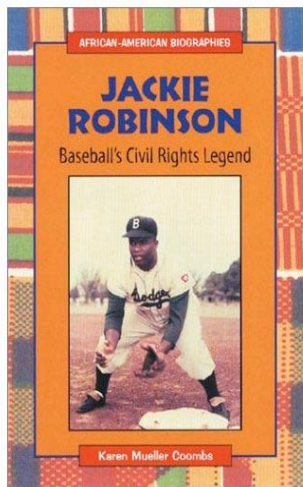
### READ ME!



Title: **The Greatest**  
Author: Walter Dean Myers  
Call Number: 921 Ali  
Copyright date: 2001  
Pages: 172

*"Clay [Ali] was a star. He was loved by people who knew nothing about the fight game. As the biggest draw in boxing, he was also where the money was. Sonny Liston's people contacted Clay. A fight for the heavyweight championship of the world was arranged."*

*Read this or rabid dingoes will chew on your sandals!*



**Title: Jackie Robinson: Baseball's Civil Rights Legend**

**Author: Karen Mueller Coombs**

**Call Number: 921 Robinson**

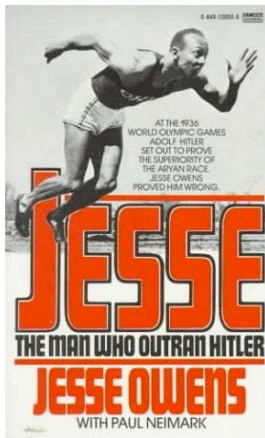
**Copyright date: 1997**

**Pages: 118**

*"Part of every young person belongs to Jackie Robinson. It is the part where secret dreams are stored. Jackie Robinson showed America's children, especially its African-American children, that these dreams do come true. In doing so, every child became a part of him forever—and he became a part of us all."*

BF 1/19/07

**If you do not read this book, government agents will storm your house, tie you to a chair, and read it out loud to you.**



**Title: Jesse: The Man Who Outran Hitler**

**Author: Jesse Owens**

**Call Number: 921 Owens**

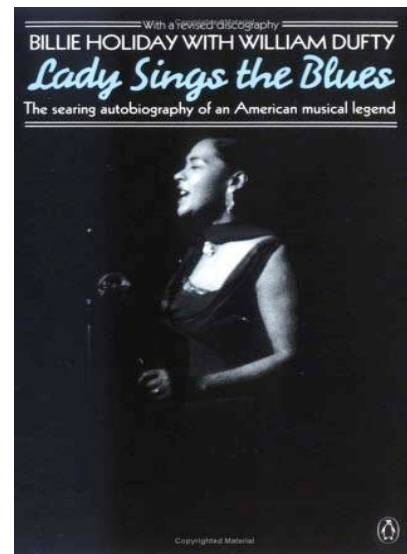
**Copyright Date: 1978**

**Number of Pages: 224**

*"Climb not for the peak you see, but the one concealed to thee. For, true heaven lies infinitely, above the summit of the mountain. Higher. Higher. Higher. Amen."*

BJF 1/22/07

**READ ME!**



**Title: Lady Sings the Blues**

**Author: Billy Holiday**

**Call Number: 921 Holiday**

**Copyright Date: 1956**

**Pages: 192**

*"I guess every Negro performer dreams of going to Europe. Some of them have gone over and never come back. Ever since I got to be a name I had thought about it too."*

S.J.M. 1/22/07

Newspaper Date  
Cost

# Name of Newspaper

ANY OTHER INFO??? Weather? Big News?

## Lead Story Headline – from OC Register in Newsbank Database

### This Day in History:

On this day in 1972..... (example, you can use any year)

Use the ABC-CLIO American History Database at <http://www.ahabrahighschool.net/library/links.jsp?m=8073295> to find something that happened on your birthday in a previous year.

Use the database at <http://infoweb.newsbank.com/signin/OrangeCounty>

Use Slim's ID: 2506283402  
Find an article from the OC Register from your birthdate

and paste (Use "custom date"):

Paper: The Orange County Register  
Title: Santa Ana police praise drug raids  
Officers hope to dry up main areas of trafficking  
Date: April 21, 1987

Police Lt. Joe Brann sat at a table littered with a veritable smorgasbord of illicit drugs -- bindles of cocaine, lumps of "black tar" heroin, baggies of

marijuana. The drugs, along with about \$5,000 in cash and a cache of rifles and handguns, were confiscated when arrest warrants were served during the past week on three drug-troubled Santa Ana streets.

"It's only one step," Brann said at a Monday morning news conference.

Brann and Sgt. Ed Andrade said small-time drug dealing is rampant in the CONTINUED ON PAGE 3 block of West Walnut

## Baby Born – You! - You can change this headline.

Give information:

Your name, weight, height, name of parents, siblings, city of residence, hospital name, name of Doctor who delivered you (if applicable).  
Time of birth.

difjhdiofhyvuhguihviuf  
hdfiohjsioifhiohfiodhsi  
ohfdioshfio fdkvndk  
nflkdjnv fjdifjdl f jdisfjsl  
jfdlfjlkdd  
nkjdfjlkjdfjalkfjdkfjdk  
dkflakfdklafkdasjklj

Get a baby picture of your self and scan it. Then put it next to this article. Ask Slim for help.

HFIDfhidsjfidjfosjfcklji  
ohfihiofjsiodjfojdjviojs



## Cloudy with a chance of Meteors!

### OC churches prepared for post-holiday rush to renew religious faiths

**OC churches prepared for post-holiday rush to renew religious faiths**

*The Orange County Register*  
January 7, 1989

Author: Nicole Brodeur  
*The Register*

Estimated printed pages: 3

It might be ignited by a candle on the Hanukkah menorah. It could be inspired by the pageantry of a holiday service.

Or it could emerge in a crowded, harried mall on Christmas Eve, from under a pile of expensive gifts, credit-card receipts and stress.

Whatever the impetus, the desire to return to religion has hit many people hard, as strongly as their desires to lose weight, stop smoking and stick to their New Year's resolutions.

And local churches and synagogues are poised for the post-holiday rush with courses designed to introduce and reacquaint people to their religions -- and keep them. "We have the feeling that Christmas is the time when people get in touch with their roots and are most likely to remember their Christian

background," said Joan Kulik, adult-education coordinator for St. Callistus Church in Garden Grove. The church is sponsoring six weekly "Inquiry Sessions" for those interested in knowing more about the Catholic faith. The sessions have been designed for Catholics interested in returning to the church, non-Catholics curious about the religion, and non-Catholics married to or about to marry Catholics. "Every group is different, every time," Kulik said. "We get a variety of people, ages and backgrounds. But most of those people are married

Cont. on page 2

### This Day in History: 1914

The Panama Canal opens to traffic.

### 1959

The United States recognizes the new Cuban government, led by Fidel Castro, despite fears it may go communist.

## Small and Insignificant Baby Born, Millions Riot

The child was named Benjamin James XXXXXX by the parents Janice and Steve XXXXXX. After being born around 6 pm at St. Judes Hospital he returned to his home in La Habra where he joins his older sister Megan XXXXXX.

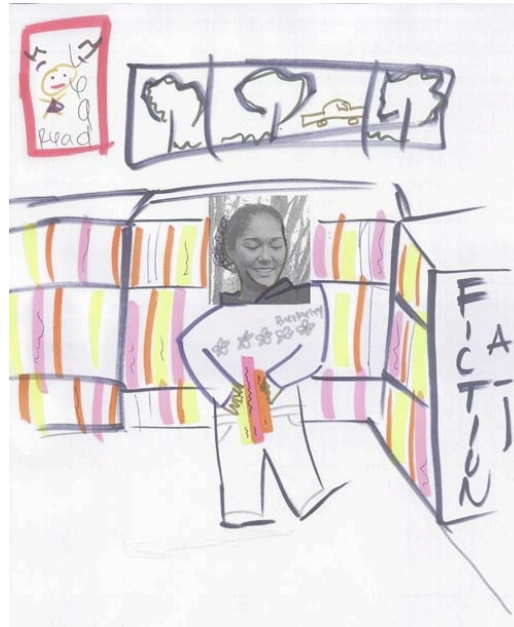
The doctor on duty, Dr. Frank, was quoted as saying that the child would one day "consume the entire world in darkness and tear time and space apart!" He was later found to be under the influence of root beer.

So far the child has shown no evidence of super powers, but authorities remain wary.

Tests for Midi-chlorians have come back ambiguous, although there are reports of objects mysteriously levitating in the vicinity of the child. The Jedi consul has not reached a decision on the child's fate, although Obi-Wan Kenobi was quoted as saying "Well since the last chosen one turned around and slew us all, maybe we should just throw this one into deep space first."



Name:  
Date:  
Library Experience  
Mrs. Slim



me in the library 2006-2007  
(include the section you shelve or have shelved in past – stick figures okay)  
I shelve (have shelved) the \_\_\_\_\_ section.



my favorite book  
(or a book you like)  
Make sure to include author and book title.  
Again, stick figures okay.  
I enjoy this book because \_\_\_\_\_.

Ben Franklin

5-24-07  
Libraries

Experience  
Mrs. Slim



I shelve the reference section

Douglas  
Adams

I enjoy this book because  
it was written, which was  
because the author was  
born, which in turn  
was because...  
and so on  
to the

creation  
of the  
universe,

The Hitchhiker's  
Guide to the  
Galaxy  
Don't  
Panic



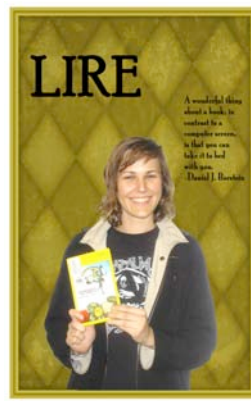
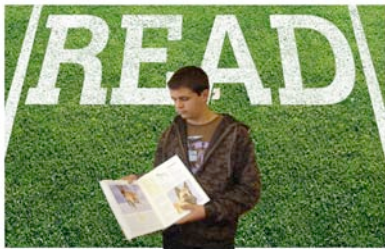
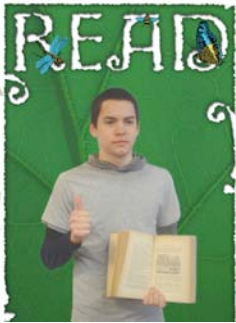
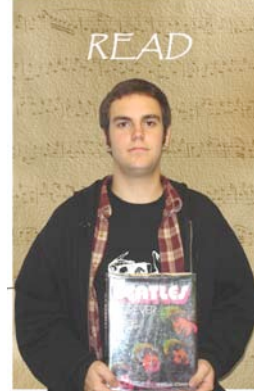
## **How to create READ posters**

**By: Greg Simmons**

- 1) Open up Adobe Photoshop
- 2) Open up your picture
  - a) Ex. YOURNAME.PSD
- 3) Open up your background
  - a) Ex. BACKGROUND.BKGD
- 4) Click on the “lasso tool” and trace around your picture
  - a) Accuracy is more important than speed (it is not a race)
  - b) Cut off your picture right below the arms
- 5) While your picture is still highlighted with the “lasso tool”, click on EDIT and then COPY
- 6) Now, click on the window with your background, and then click PASTE
- 7) The picture should now appear in the background that you have chosen
- 8) Click on the “lasso tool” again, and touch up your picture
  - a) If you copied some of the background in your picture onto your final background, then with the “lasso tool” selected, circle around the mistakes
  - b) When the mistakes are selected, click on EDIT and then CUT
  - c) Once you have corrected all of your mistakes, congratulate yourself, you have just completed your first READ poster
- 9) Don't forget to save!!
  - a) Click on FILE and then SAVE AS
  - b) Save your file as Ex. YOURNAME\_YOURBACKGROUND.PSDBKGD
  - c) Save your file onto the DESKTOP

**YOU ARE DONE!!**

Example Student Assistant READ Posters  
Students also created teacher posters



## Making Comparisons

Name: \_\_\_\_\_

Focus question: \_\_\_\_\_

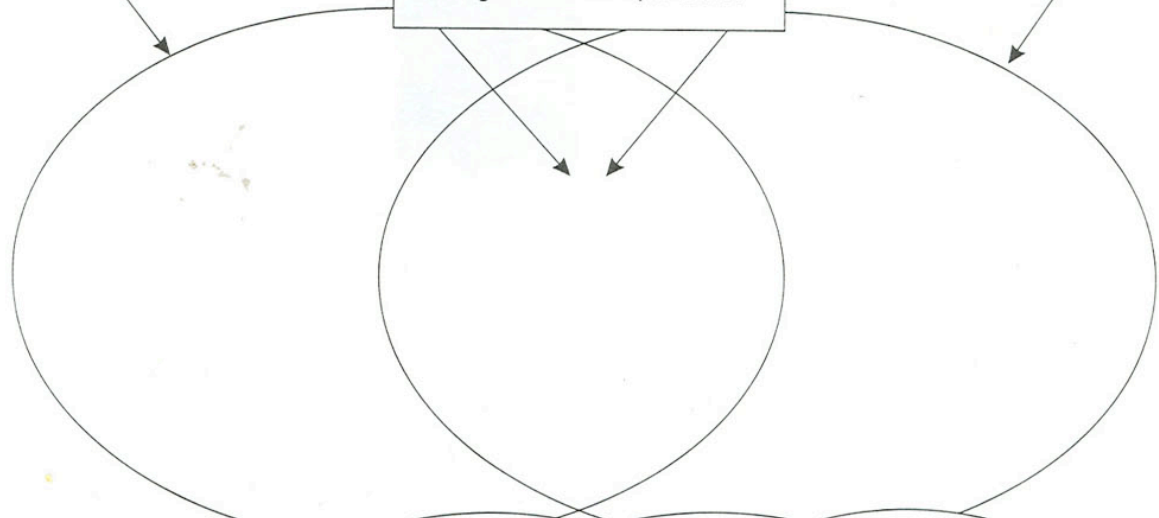
*What does a person of this faith believe?*

Topic <i>Your Faith/Religion:</i>	Topic <i>The Belief-O-Matic top result for you:</i>

What is different or unique to this topic?

What is similar? What criteria/categories are you using to make comparisons?

What is different or unique to this topic?

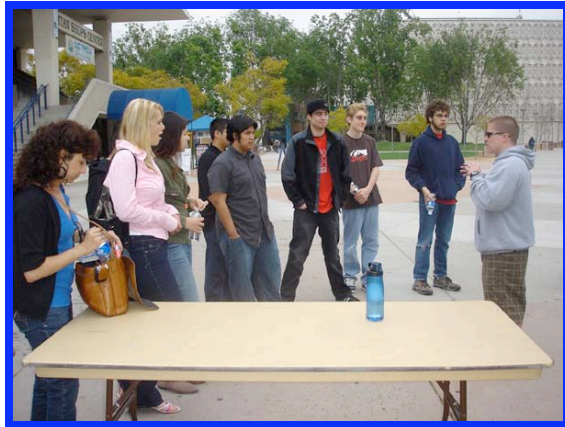


I think that...

# La Habra High School Library Experience Students

3-19-07

California State University Fullerton  
Orange County Public Library La Habra Branch



# Library Club Field Trip #1: CSUF and OCPL La Habra Branch Library

Date: Monday, March 19<sup>th</sup>, 2007, 8am to 2:30pm

Students (11): Ben, Tiffany, Danielle, Greg, Sam, Octavio, Michael, Tony, Adam, Leilani, Perry, Art

Chaperones: Marie Slim, Teresa Gaona

Slim's cell phone: 714-

7:30am – Pick up Sonora van. Get keys to LHHS van.

8:00am – Leave LHHS for CSUF (students meet in library at 7:40am)

Park at La Sierra HS – Teresa called 2-7-07 and got the okay.

8:45am – Meet at Arts Turnaround at CSUF for campus tour.

(If you have any other questions about your campus visit, please contact me at (714) 278-3388 or at [ctours@fullerton.edu](mailto:ctours@fullerton.edu). **For any questions or concerns on the day of the tour, please contact our main office line at (714) 278-2501**)

10:30am – Meet in CSUF Library Atrium for tour with Ms. Rachael Clemens, Distance Education Librarian. Her phone number is (714) 278-7543 and her e-mail address is [rclemens@fullerton.edu](mailto:rclemens@fullerton.edu). walking tour and a little time in one of our instruction rooms.

11:30am to noon – Lunch

1 pm – Tour of La Habra Public Library - Jill Patterson e-mail: [jkpatterson@ocpl.org](mailto:jkpatterson@ocpl.org)  
La Habra Branch Library/Orange County PL  
221 E. La Habra Blvd. La Habra CA 90631  
TEL: 562/694-2958 FAX: 562/691-8043

2:30pm – Return to LHHS



Dear Library Student  
Assistants:

Please come to the library for  
lunch on **Wednesday**, December  
18<sup>th</sup>. We will have pizza!!!



From Mrs. Slim  
and Mrs. Jacobson

