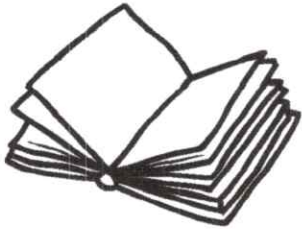




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Library Aide FAQS





Frequently Asked Questions

1. TO WHOM DO I REPORT?

- Who is the administrator in charge of the school library?
- Who is the Faculty Library Chairperson? (Schools with Library Leadership Teams)
- Does the school have a Library Leadership Team and/or Advisory group?

2. WHAT IS MY ROLE AS AN ELEMENTARY LIBRARY AIDE? (Review Library Aide Job Description)

3. DOES THE SCHOOL HAVE THE ELEMENTARY SCHOOL LIBRARY MANUAL OF PRACTICE?

4. ARE THE BOOKS ARRANGED LOGICALLY LEFT TO RIGHT?

- The books should be arranged on the shelves in the following order: star, circle, triangle, Fiction, and SC (story collection) are arranged in this order then alphabetically by author's last name, first name and title.
- Nonfiction books are arranged by Dewey Decimal Call number (book address by subject) then alphabetically by author's last name, first name and title. Individual biographies (Call number 921) are by the first three letters of the individual.

5. DO THE BOOKS HAVE CIRCULATION (OPTIONAL) CARDS IN THE POCKETS?

- Spot-Check areas of the library shelves.
- If the circulation card is missing, check to see if the book card is still in the circulation (checkout) file. Checkout is completed using Destiny Library Manager and circulation cards only as backup.
- Following training, print out barcode labels for the book circulation card as needed.

6. WHERE IS THE CHECKLIST?

- Following training, use the Shelist report to check for discrepancies in the collection. (Call numbers, barcodes, titles).
- Check to see if Inventory has been completed in recent years.
- Check to see if Inventory was completed the previous year.

7. WHAT ARE THESE THINGS IN THE DESK AND FILE? WHAT SUPPLIES DO I HAVE ON HAND?

- Pull out and sort contents of drawers.
- Label useful file contents and file in order. Organize and label supplies.
- Discard outdated Vendor catalogs.

8. HOW CAN I GET MY HANDS ON NEEDED SUPPLIES & EQUIPMENT?

- Locate basic equipment:
 - Book Truck (Check Textbook room if missing in the library)
 - Book ends
 - Shelf-label holders
 - Kik-step stools
- Locate basic supplies:
 - Book Circulation cards (Optional)
 - Date due slips
 - Book pockets (Optional)
 - Spine labels (DEMCO labels)
 - Barcode labels (DEMCO or Avery 5160)
 - Date stamp and ink pad
 - Glue
 - 3M #845 Clear book mending tape
 - Tape Systems applicator
 - Mylar book dust jacket covers: 9", 12", AND 16"

9. LOCATE OR CALL/REQUEST LIBRARY SUPPLY CATALOGS:

Discuss supply needs with the SAA. Catalogs may be located in main office.

DEMCO (800) 356.1200

Library Store (877) 623.7680

LAUSD General Stores Distribution Warehouse (562) 654.9009

10. HOW DO I LABEL THE AREA, SECTIONS, AND SHELVES?

Refer to the "Labeling the library" handout.
Contact ILTSS for suggestions.

11. HOW DO I SET UP THE CIRCULATION

- Check with your administrator and/or Library Leadership Team to learn if there are any existing schedules, procedures and policies? Refer to REF 054699 Guidelines for Elementary and Selected Secondary School Library Media Centers section titled "Guidelines & Instructions."
- Print out class barcodes by teacher; Create binder of class barcodes using the daily schedule; Add print out class barcodes to plastic sleeves
- Implement schedule and begin circulating materials.