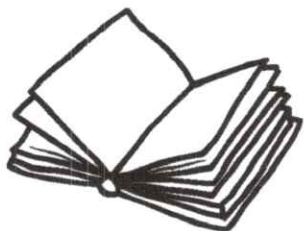


Library Aide **QUICK START GUIDE**





Integrated Library and Textbook Support Services

WELCOME

Congratulations! You've been hired as the school's Library Aide. You're wondering where do I start?

1. Find your school site's SAA (School Administrative Assistant).
2. Ask the SAA: "To whom do I report?" and "Are you able to view me in the District HR system?"
3. Contact ILTSS @ 213.241.2733 and let us know your name and school site.
4. After welcoming you to the library family, we will ask you if you have a District email account.
5. If **yes**, we'll direct you to your first assignment:
 - A. Use a computer and open Google Chrome. Visit the ILTSS webpage, <http://lausd.org/iltss>. Click "libraries" and "Destiny Library Manager Tutorials."
 - B. Under "Video Tutorials," view the "Destiny Library Limited Access Tutorial." Upon completion you will be prompted to "Take the Library Limited Access Quiz" linked below the tutorial.
 - C. You will receive an email confirmation that your Destiny Limited Access has been activated within 1-2 days.
 - D. ILTSS will contact you regarding your training date. Please let the students and staff know so that you will be able to close the library and focus for the session/s. Currently, training is via Zoom and Schoology.
 - E. Following your training, ILTSS will expand your Destiny access and show you how to receive any additional support.

- If **No**, Use the Remedy Online Service Request, to connect with ILTSS, or District Email Services to request assistance.
- A. Follow the guidance to request assistance.
 - B. You will need your school site 4-digit location code.
 - C. Continue to explain the issue and complete with your contact information and submit.

After receiving your District email account, please add your Signature to include your name, school site, job title "Library Aide", contact telephone number.

- A. Check District email regularly and use this account for District business for the school library.
- B. Destiny updates sometimes are sent using District email as well as a notification on the software. Monthly newsletter and ILTSS blasts also deliver timely information and instructions.

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LIBRARY AIDE

DEFINITION

Provides assistance to students and teachers in a school library media center and performs clerical and computer-related duties to support library functions.

TYPICAL DUTIES

- Assists in the overall school library functions by maintaining catalogs, lists, and records in the District's centralized computerized library system; processing, circulating, and shelving books and various learning materials; stamping, labeling, mending, and cleaning library books and other learning resources; and performing regular inventories.
- Provides guidance and assistance to students in the selection of books and in using other library resources.
- Adds library copies into a database utilizing the District's central computerized library system and generates related reports including statistics reports and patron data.
- Provides assistance to teachers in the instruction of information retrieval skills using the District's centralized computerized library system.
- Presents educational information to students under the supervision of the librarian or a qualified classroom teacher.
- Provides assistance to students in accessing research materials to support units of study.
- Assists parents with accessing library services for students.
- Assists visiting certificated teachers in the supervision of students visiting the library media center and review the work of student helpers or service students.
- Assists the Teacher Librarian or Coordinating Field Librarian in the selection and ordering of library materials.
- Helps maintain an orderly and functional room environment conducive to learning.
- May assist in coordinating events such as book fairs and planning activities that encourage and motivate students to read.
- May read-aloud and provide book talks to groups of students.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Library Aide provides library media services for students and teachers.

A Library Media Clerk performs specialized clerical duties in library media centers or administrative offices that require the application of library skills.

SUPERVISION

General supervision is received from School Administrative Assistants or certificated administrators. Technical supervision may be received from a Teacher Librarian or certificated Library Services staff. Work direction may be exercised over volunteers, student helpers, or service students.

CLASS QUALIFICATIONS

Knowledge of:

- Filing and record-keeping procedures
- Library organization
- Recordkeeping and report preparation techniques
- Microsoft Office
- Web browsing techniques

Ability to:

- Develop positive, cooperative relationships with others
- Learn District book ordering procedures
- Learn Dewey Decimal Classification System
- Learn Inventory methods and practices including adding copies and removing damaged items from collections
- File and order resources in alphabetical and numerical order
- Keep accurate records
- Communicate effectively with students, parents, faculty and administrators
- Use a computer

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

Possession of an associate or higher degree, from a recognized college or university;

OR

Receipt of a passing score on the District Proficiency Test and the Instructional Assistance Test.

Experience:

Six months of clerical or library experience, including use of a computerized library system is preferable.

SPECIAL NOTE

Employees will be required to complete the Destiny Library Manager and library practicing protocols training prior to completion of the probationary period.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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