

Library TA Regular Duties

A Library TA must have a previous quarter GPA of at least 2.0, with no N's or U's, and must continue to meet that standard as a TA.

Please note: While we will gladly accept your application, it is no guarantee that you will be accepted as a TA.

Library duties listed below should be performed as needed. While it may not be necessary to do every duty every day, a TA should check to see if these things are needed and do them if required. If all duties have been completed, the student should check with staff for additional tasks or for permission to do homework, read, etc.

- 1) Straighten the library:
 - a) Push in chairs
 - b) Pick up and shelve stray books left on tables
- 2) Computer work:
 - a) Check in books and magazines
 - b) Check out/renew books and magazines
- 3) Additional duties:
 - a) Correctly return checked-in books to shelves
 - b) Read and organize shelves
 - c) Run errands
 - d) Help with textbook distribution and collection
 - e) Help supervise at lunches (when lunch coincides with the TA's regular library period)
- 4) Miscellaneous tasks:
 - a) Help students/staff research using the Internet
 - b) Assist students/staff with locating library materials
- 5) Other library-related tasks may be periodically assigned

Please refer to the **Basic Grading Standards for Library Science Students** for information on what is expected from TAs who desire specific grades.

Please sign and return the section below:

I have read and understand both the **Library TA Regular Duties** listed above and the **Basic Grading Standards for Library Science Students**, and am keeping the grading standards section above for my reference.

Printed Student Name

Student Signature

Parent Signature

Date