

## 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 while enrolled as a TA.

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

TA positions are available for two semesters during a student's four-year time in high school.

**A library TA must be honest and trustworthy; any student or staff information a TA sees or comes in contact with must be treated as privileged information. Sharing information with others or using it improperly will result in both loss of TA privileges and may be cause for disciplinary action.**

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, check with staff 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
  - c) Clean/dust/pickup as needed
- 2) Computer work:
  - a) Check in books and magazines
  - b) Check out/renew books and magazines
  - c) Help with inventories and generate shelf-lists
- 3) Additional duties:
  - a) Correctly return checked-in books to shelves
  - b) Read and organize shelves properly
  - c) Run errands
  - d) Help with textbook distribution and collection
  - e) Help supervise during SOAR (when these overlap 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 keep the above portion, and sign and return the section, below, to any library staff member:

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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 duties section, above, and the standards sheet for reference.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Period

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date