

Application for Student Media Assistant 2013-2013
Tuscola High Library Media Center

Name _____ Grade _____

Why do you want to be a student media assistant?

Have you had any experience working in a library setting before?

Do you enjoy reading? What books have you especially enjoyed reading?

North Carolina Department of Public Instruction's Student Media Assistant Curriculum includes the following tasks:

- Learn glossary of media terms.
- Investigate media literacy.
- Perform reading, listening, and viewing for groups or individuals.
- Participate in school-wide activities to promote reading.
- Create bibliographies for students and staff
- Assist peers with locating and using online resources
- Follow our school's acceptable use policy for electronic resources.
- Assist with evaluation and recommendation of new materials.
- Assist patrons with using appropriate reference sources.
- Identify biases in resources.
- Create and produce displays in the library media center.
- Model and convey to other students the importance of adhering to copyright laws.
- Collect information based on teacher requests.
- Perform general media tasks such as, but not limited to, circulation, processing, weeding and housekeeping.
- Exhibit professionalism and good etiquette at all times
- Sign a confidentiality statement based on the Code of Ethics of the American Library Association.
- Use the Dewey Decimal System to direct students to relevant materials.
- Help maintain the library collection to provide access to all available materials and resources.
- Shelve materials, read shelves for correct order, and perform additional daily tasks.
- Assist with inventory of materials.

- File vendor catalogs.
- Maintain current periodical (magazine and newspaper) display racks and archives/back issues.
- Create bookmarks.
- Follow oral and written instructions for using search strategies with various resources and be able to interpret them for others.
- Create appropriate works-cited documents using a standard method.
- Be able to list media-related jobs that utilize technology.
- Create a presentation using technology software (such as MicroSoft PowerPoint).
- Identify and assist in the process of removing obsolete technology.
- Understand the role of the student media assistant in the monitoring of ethical behavior of peers.
- Use the library management system (Follett Destiny) to assist with circulation and inventory.
- Assist students and staff with network services (e.g., logging in, print services, file sharing).
- Assist teachers and students in the computer labs.
- Perform housekeeping tasks in the library, computer labs, and coffee shop..

Are there any of these tasks that you feel you would not be able to perform?

Do you have any computer experience? Have you taken any computer classes in high school?

Can you operate any of the following equipment?

_____ Digital camera

_____ Laminator

_____ Camcorder

_____ Copier

_____ DVD/Blue Ray projector

_____ Digital projector

NOTE: Mrs. Smart will be asking two of your teachers to fill out a recommendation form about your performance as part of this application. List your two teachers below:

Your English Teacher: _____

Teacher of Your Choice: _____

