

Library Student Employee Handbook

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Library Student Employee Policy

I. General:

A. Library Operating Hours:

Monday - Thursday	7:30 A.M. - 11:00 P.M.
Friday	7:30 A.M. - 4:30 P.M.
Saturday	9:00 A.M. - 5:00 P.M.
Sunday	3:00 P.M. - 11:00 P.M.

B. Eligibility:

Federal Work Study Program

A student must be eligible for the Federal Work Study Program to qualify for a student employee position in the library. It is the student's responsibility to turn in all required documents to the Financial Aid Office before applying for work. New student employees must:

1. Show proof of "work study" eligibility provided by Financial Aid.
2. Produce a valid government issued photo identification and Social Security card to the Human Resources Office.
3. Fill out tax and automatic bank deposit forms in the Human Resources Office. These documents are forwarded to the Payroll Office where a work authorization permit is issued indicating the student has been placed on the payroll. A student cannot begin work until all required forms are submitted to the Payroll Office and a work authorization has been issued.

Graduate Assistants

The Library is approved to offer graduate assistantship positions. To qualify for a graduate assistantship, applicants must submit an application through the College of Graduate Studies and meet the following criteria:

1. Appropriate undergraduate degree from regionally accredited institution.
2. Preference will be given in consideration of grade point average.
3. Applications must demonstrate a desire to work with undergraduate and graduate students.
4. Must possess the ability to communicate effectively in English.
5. Applicants must agree to enroll in a graduate program for at least six (6) graduate semester hours at JSU and maintain good standing.
6. Applications are accepted at any time and are active for a period of one semester. Applicants must reapply prior to the beginning of each semester to maintain an active status of their files. Applications may be

reviewed at any time as positions filled.

C. Student employees will be assigned to the following departments in the Library:

1. Circulation/Reference
2. Instructional Media and Special Events Services (IMS)
3. Lab Assistant
4. Technical Services

D. Job descriptions are on file in the offices of Financial Aid, the College of Graduate Studies, and the Dean of Library Services.

E. Evaluations:

1. The supervisor completes evaluations near the end of each term.
2. Evaluations become part of the student employee's file at the Library and in the Financial Aid Office or College of Graduate Studies Office.
3. Continuation of student employment or graduate assistantships from one semester to another is contingent on the student employee receiving a satisfactory evaluation at the end of each semester and as well as meeting the needs of the library.
4. Student employees will receive a Student Employee Improvement Form if it is evident a problem is developing with their work. Their supervisor will give suggestions for and assistance in improving a problem. Continued lack of improvement will result in the loss of the student employee's job.
5. When prospective employers call for references, these evaluations are used.

F. Student employees are representatives of the Library. As such they should adhere to the following guidelines and regulations:

1. Courteous behavior towards Library patrons and staff is imperative.
2. If asked a question that they cannot answer, the student employee should seek the assistance of a member of the Library staff.
3. Library work comes first.
4. The student employee should not encourage friends to visit while they are working.
5. Student employees should remain in their assigned areas unless they need the assistance of a member of the Library staff, or are fulfilling other assigned duties.

G. Student employees are hired for one semester at a time and are expected to work the entire semester.

H. Every effort will be made to assign each student employee a work schedule that will accommodate both Library and student needs. Library departmental supervisors will assign schedules.

II. Attendance:

- A. If a student employee must be absent, he/she should call and leave a message at the Circulation Desk (256-782-5758) **OR** complete the [Student Assistant Absence/Tardiness Form](#) on the Library's website linked both on the [Request Forms](#) page and the About Us page under [Staff Resources](#).

Student employees who are absent three times without notification will have their employment with the Library terminated.

B. Time Keeping Policy:

1. Student employees are required to sign the appropriate time sheet upon arrival at work and again when they depart, and have a staff member initial the times.
2. Payroll is based on the hours recorded on the official library time report sheet.
3. Falsification of the time worked will result in the immediate termination of the student employee's job with the Library.

C. Payroll and Paychecks:

1. The student payroll is signed in the Head of Public Service's Office on the 4th Floor. Students who fail to sign the payroll will not be paid.
2. Students who will be unable to sign the payroll as scheduled can sign a form in the Head of Public Service's Office on the 4th Floor at any time during that month to allow them to be paid.
3. Paychecks are automatically deposited to the student's account on the 15th working day of each month. Pay stubs are sent to the Head of Public Service's Office and can be picked up there.

III. Student Employee Training:

1. The Stack Manager will conduct orientation and training during the day for all student employees.
2. Personnel in the Technical Services areas and in IMS will supervise additional student employee training in these areas.

APPENDIX

LIBRARY STUDENT EMPLOYEE EVALUATION FORM

Student Employee Name: _____

Department: _____

Evaluation Period: _____

Please **circle** the appropriate response to each item:

1. RELATION WITH OTHERS:

The student employee

- a. works very well with others.
- b. works satisfactorily with others.
- c. has some difficulty working with others
- d. works poorly with others.

2. ATTITUDE - APPLICATION TO WORK:

The student employee

- a. is enthusiastic about work.
- b. is very interested.
- c. is somewhat interested.
- d. is indifferent.

3. DECISION-MAKING ABILITY:

The student employee

- a. is exceptional in making decisions
- b. is above average in making decisions.
- c. is average in making decisions.
- d. is below average in making decisions.

4. DEPENDABILITY:

The student employee is

- a. completely dependable.
- b. above average in dependability.
- c. average in dependability.
- d. below average in dependability.

5. ABILITY TO LEARN:

The student employee

- a. learns very quickly.
- b. is above average in learning.
- c. is average in learning.
- d. is below average in learning.

6. QUALITY OF WORK

The quality of the student employee's work is

- a. exceptional.
- b. above average.
- c. average.
- d. below average.

7. ATTENDANCE/PUNCTUALITY:

The student employee is absent or tardy

- a. infrequently.
- b. occasionally.
- c. frequently.
- d. excessively.

8. OVERALL RATING:

The student employee's overall rating is

- a. exceptional.
- b. above average.
- c. average.
- d. below average.

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Student Employee Evaluation

COMMENTS:

EVALUATED BY: _____ DATE: _____
Supervisor

REVIEWED BY: _____ DATE: _____
Student Employee

Will this student be considered for rehire? YES _____ NO _____

Library Student Employee Improvement Form

Date: _____

Name: _____

To ensure that you receive a good evaluation at the end of the semester, it is suggested that you improve your job performance in the following area(s):

- _____ Late to work
- _____ Absence from work
- _____ Remaining at your workstation
- _____ Shelving
- _____ Filing
- _____ Reading shelves
- _____ Patron complaints
- _____ Other as listed

Other comments:

Suggestions for improvement:

Please contact the following if you need further information or assistance:

Name _____

Telephone _____

E-mail _____

Available hours _____

Student Employee _____ Date _____

Supervisor _____ Date _____

ABOUT THE HOUSTON COLE LIBRARY

The University was established as a state teacher's college in 1883. Named for President Emeritus Dr. Houston Cole, the Houston Cole Library was built in 1972. The facility is a thirteen story, red granite building divided into eight micro libraries. Floors two through seven and nine through ten are divided into public subject areas and are managed by subject specialist librarians. Each public service librarian is responsible for collection maintenance and development, supervision of student employees, liaison activities, and instruction. The Library is staffed with fourteen professional and nineteen paraprofessional employees.

The Library's collection consists of over 700,000 titles. Many electronic databases are available to provide access to the library's collections and other sources. In addition to the 27 public computer workstations, students have access to a computer lab housed on the tenth floor. Other services within the Library are interlibrary loan, self-service photocopying, conference rooms, and IMS services.

Houston Cole Library Personnel Directory

NAME	POSITION	EXT.	EMAIL
Barnett-Ellis, Paula	Health/Sciences Librarian, 9 th Floor	5249	pbarnett@jsu.edu
Batchelor, Bill	Public Services Assistant, Circulation Department	5758	bbatch@jsu.edu
Bevis, Mary	Head of Serials/Acquisitions, Technical Services	5254	mbevis@jsu.edu
Cain, Linda	History & Geography Librarian, 3 rd floor	5253	lcain@jsu.edu
Cantrell, Alisha	Technical Services Assistant, Electronic Resources Department	5761	afcantrell@jsu.edu
Cleveland, Noah	Technical Services Assistant, Serials Department	5254	nclevela@jsu.edu
Collier, Delores	Technical Services Assistant, Cataloging	5761	dcollier@jsu.edu
Cox, Yolanda	Technical Services Assistant, Government	5761	ycox@jsu.edu
Deering-Barrett, Debra E.	Supervisor of User Services	5243	deering@jsu.edu
Fragoso, Debrah	Technical Services Assistant,	5760	dfragoso@jsu.edu
Gowens, Lisa	Technical Services Assistant, Cataloging	5761	mgowens@jsu.edu
Graham, John-Bauer	Dean of Library Services, 8 th floor	5248	jgraham@jsu.edu
Gravette, Tony	Director of Instructional Media Services, AV	5251	gravette@jsu.edu
Heathcock, Laurie	Education Librarian, 5 th floor	5245	charnigo@jsu.edu
Henning, Arland	Cataloging Librarian, Technical	5238	ahenning@jsu.edu
Henson, Alisha	Secretary to the Dean of Library Services, 8 th	5255	ahenson@jsu.edu
King, Teresa	Public Services Assistant, Circulation Department	5758	tnking@jsu.edu
Knight, Carley	Fine Arts, Communication, Language Librarian, 6 th Floor	5426	esknight@jsu.edu
Latham, Bethany	Electronic Resources/Documents	8195	blatham@jsu.edu
McCormick, Jan	Departmental Secretary, 4 th floor	8431	jr Rogers@jsu.edu
Nuttall, Harry	Literature Librarian, 7 th floor	5247	hnuttall@jsu.edu
Onkst, Tiffany	Public Services Assistant, Circulation Department	8490	tonkst@jsu.edu
Poe, Jodi	Head of Technical Services	8103	jpoe@jsu.edu
Reeves, Linda	Public Services Assistant, Circulation Department, Music Lab	8494	stackmanager@jsu.edu
Stevens, Kimberly	Cataloging Librarian, Technical Services	5762	weather@jsu.edu

NAME	POSITION	EXT.	EMAIL
Tang, Yingqi	Distance Education/Electronic Resources Manager	5757	tang@jsu.edu
Taylor, Doug	Business & Social Sciences Librarian,	5244	dtaylor@jsu.edu
Third, Zachary	Public Services Assistant, Circulation Department	5758	zthird@jsu.edu
Vann, Charlcie Pettway	Psychology & General Reference Librarian,	8434	cvann@jsu.edu
Walker, Michael	Audio Visual Technician	5251	mwalker@jsu.edu
Wang, Hanrong	Law, Military Science, & Technology Librarian, 10 th floor	5250	hwang@jsu.edu
Wiggins, Susan	Technical Services Assistant, Electronic Resources Department	5761	swiggins@jsu.edu

Revised February 11, 2015








Floor Directory

**WELCOME TO HOUSTON COLE LIBRARY
WE ARE HERE TO ASSIST YOU - PLEASE ASK**

Library Hours

Monday - Thursday 7:30am - 11:00pm
Friday 7:30am - 4:30pm
Saturday 9:00am - 5:00pm
Sunday 3:00pm - 11:00pm

Directory

12th Floor	Observation Deck and Study Floor				
11th Floor	Conference Center				
10th Floor	10-A Computer Lab	 Alabama Gallery	S,T,U V,K	Technology, Family & Consumer Sciences, Military Science, Law	
	10-B Classroom				
9th Floor			Q,R	Science, Nursing, Medicine, Math	
8th Floor	 Systems Office	Dean of Library Services			
7th Floor			PQ - PZ	Literature	
6th Floor	 Listening Lab	Quiet Study Floor	P - PN M,N	Art, Music, Languages, Drama, Communication	
5th Floor			J=Juvenile GVL TC=Textbooks	Education, Physical Education	
4th Floor	Laptop Study Area		H,J	Social and Political Sciences, Business	
3th Floor			D,E,F,G (ex. GV)	History, Geography Genealogy	
2nd Floor	Scanner 	Reference Desk	Newspapers 	A,B, C,Z	General Works, Philosophy,
Lobby Exit	 Print Release	Reserve Desk ILL	Circulation Desk (Book Check Out)	Popular Readings	Lobby Exit
Ground Floor	Learning Services	Audio/Visual Services  Scanner	Instruction Lab	Technical Services	

Access to the Online Catalog and other electronic resources is available on each floor

Rev 10/10

Supervisor's Job Description

The Stack Manager is in charge of supervising student employees within the library. The Stack Manager is a member of the circulation department and reports directly to the Supervisor of User Services. The Stack Manager works closely with the Dean's Secretary and the Departmental Secretary with hiring, firing, payroll and scheduling of student employees. The Stack Manager conducts all student employee orientations, assigns students to work details, and coordinates specific projects (i.e. shifting shelving, or other stack maintenance) between the student employees and HCL faculty/staff. The Stack Manager is responsible for training, continuing education, and evaluations of student employees.

The Dean's Secretary is responsible for hiring student employees and interfaces with the Financial Aid Office, the Graduate Office and the Payroll Office.

The Departmental Secretary is responsible for student payroll. This includes keeping track of hours worked, disbursing pay stubs, and interfacing with the Stack Manager concerning the number of hours that the student employees work. The Departmental Secretary interfaces with the Payroll Office.

FLOOR DESCRIPTION AND UNIQUE FEATURES

GROUND FLOOR:

An electronic classroom with a computer and video projection unit, as well as computers for students in library instruction classes, is located on the ground floor. The classroom is for library use only and is reserved through **Ms. Hanrong Wang**.

The Technical Services Department is also located on the ground floor. The Technical Services area houses the Library's mail center. It also includes the following departments:

Head of Technical Services: This department handles the overall management, operation, long range planning, policy and procedure development, and documentation of the following services: bibliographic verification, binding, acquisitions, physical processing, cataloging, serial and government documents, and automated services. **Ms. Jodi Poe is the Head of Technical Services.**

Acquisitions/Serials Department: This department handles the ordering and receiving of library materials. This department also processes binding. **Ms. Mary Bevis is the Serials and Acquisitions Librarian.**

Cataloging Department: This department handles the cataloging and processing of library materials. **Ms. Kim Stevens is the Senior Catalog Librarian and Mr. Arland Henning is the Catalog Librarian.**

Distance Education/Electronic Resources Department: This department is responsible for communicating and assisting the distance education faculty and students. It is also responsible for maintaining the Library's electronic resources. **Ms. Yingqi Tang is the Distance Education/Electronic Resources Manager.**

Government Documents Department: This department handles the cataloging and processing of governmental materials. **Ms. Bethany Latham is the Electronic Resources/Government Documents Librarian.**

Instructional Media and Special Events Services is also located on the ground floor. IMS provides media support for University courses and special events on campus and assistance with the creation of audio and video materials. **Mr. Tony Gravette is the Director of Instructional Media Services.**

LOBBY:

The Circulation Desk is located in the lobby. Patrons check materials in and out at this desk. Printing from the computer workstations are also centralized here. **The User Services Supervisor is Ms. Debra E. Deering- Barrett**

The Reserve Desk is also located in the lobby. Patrons may check out print reserve items here.

The Inter-Library Loan Department is also located in the lobby

In addition, the refreshment area, a public telephone, the current popular journals for leisure reading, and Jazzman's are located in the lobby.

2ND FLOOR:

The second floor houses the general works, philosophy, psychology religion, and library science collections (A-C & Z). Also located on this floor are the newspapers, and the General Reference Desk. **Ms. Charcie Pettway Vann is the 2nd floor librarian.**

To the far right of the General Reference Desk is the *Government Documents Vertical File Cabinet*. This cabinet contains ephemeral documents that are filed in folders arranged by the Superintendent of Documents classification number. These items are in the catalog for access and can be photocopied.

The *Magazine Collection* and *Business Collection* cartridges are also housed on this floor.

3RD FLOOR

The third floor houses the history anthropology and geography collections (D-G, except GV's). The atlases, maps, and census are also stored on this floor. **Ms. Linda Cain is the 3rd floor librarian.**

Atlases: An atlas is a volume of maps. The atlases are marked with ATLAS above the call number. These are shelved in the reference collection unless there is an additional label that reads: **ATLAS CASE**. Those with the additional label, **ATLAS CASE**, should be shelved in the Atlas Cases in the center of the room on the north side of the floor.

Maps: The Maps are stored in map cabinets and in a stand across from the reference desk. Blank maps for photocopying can be found in large binders kept behind the desk. *Maps on File*, *State Maps on File*, and *Geography on File* are in a green filing cabinet behind the desk.

Census: The United States Census is in microfilm arranged by state and decade. The Soundex microfilms that are shelved with the census index these reels.

Editorials on File is an objective, timely compilation of editorial opinion chosen from more than 150 daily North American newspapers. It is updated twice monthly with issues that should be filed in the large green binder behind the desk. These are indexed by monthly indexes printed on green paper and every quarter these are combined in a cumulative index printed on ivory paper. The

binder should never contain more than two indexes, one ivory and one green.

Facts on File Weekly World News Digest is a detailed, objective and timely weekly distillation of the news and current information as reported in more than 70 major newspapers and news magazines from the U.S. and around the world. It is updated weekly and filed in a large blue binder behind the desk. File each weekly News Digest in the binder immediately behind the preceding issue, so the page numbers run in sequence. The Facts on File Index is published twice monthly. Blue indexes cover information published during the most recent quarter. Each blue index replaces the previous blue index. At the end of each quarter, all indexing up to that point is compiled in a yellow index. Each yellow index replaces all prior blue and yellow indexes. The binder should never contain more than two indexes--one yellow and one blue. Check the box on the front of each page for filing instructions.

Binder filing hint: A downward pull on the slide bar at the back unlocks all three posts simultaneously, and the back cover swings clear of the posts. To file a new issue, lift off the indexes and the index separator and place the issue face down on top of the preceding issues so that the page numbers run in sequence. File the index or indexes behind the index separator at the back of the binder. See the filing instructions on the first page of each index.

The Micro Book Library of American Civilization is a collection of books filmed on 3" x 5" ultra fiche cards. These are microfiche with images so small that a single fiche can contain up to 1,000 pages of material. These are filed by fiche number in the light colored card catalog cabinet near the atlas cases on the north side of the floor. The call number for this collection is E12/. L5/LAC. These require a special reader to view.

4TH FLOOR:

The office of the Head of Public Services and the office of the departmental secretary are located on the 4th floor.

Head of Public Services: This department manages all functions of the public services areas of the library: Reference Services, Instruction, User Services, and Outreach.

Departmental Secretary: The Departmental Secretary has many duties including: managing an administrative office; preparing faculty and staff meetings; secretarial work associated with the Library, and other special projects. **Ms. Jan McCormick is the Departmental Secretary to the Head of Public Services and the Head of Technical Services.**

The fourth floor houses the business and social sciences (criminal justice, political science, sociology and social work) collections (H-J). **Mr. Doug Taylor is the 4th-floor librarian.**

Various Microfiche Collections are housed on the 4th floor: *The United States Congressional Serial Set*. This is a set of congressional publications formatted onto microfiche filed by year and then by the Superintendent of Documents classification number in the cabinets located in the center of the north side of the floor. They are classed (Microfiche/J66)

Hearings and Committee Prints (Congressional Committee Hearings): This is a collection of reports from congressional hearings formatted onto microfiche filed by year and then by the Superintendent of Documents classification number in the cabinets located in the center of the north side of the floor. They are classed (Microfiche/J74)

Human Relations Area Files: The HRAF files are a collection of mostly primary source materials on a large sample of cultures or societies. These are classed H31/. H8 and filed by the Outline of World Cultures (OWC) code.

Crime & Juvenile Delinquency Collection: A collection of reports and studies issued by a wide variety of governmental and non-governmental agencies and individual authors selected from the National Council on Crime and Delinquency library. These are classed HV6025/. M5248x

Housing and Urban Affairs Collection: A collection of selections from the Department of Housing and Urban Development. They are primarily reports and studies issued by governmental and non-governmental agencies and individual authors. These are classed HD7293/. M44.

Rehabilitation and Handicapped Literature: This is a collection of important studies, reports, and texts that provide a view of all aspects of rehabilitation. The documents are primarily reports and studies written by individuals, government agencies, or private agencies. These are classed HD7255/. R453x .

Model Cities Collection: This collection is comprised of reports and studies sponsored by the U.S. Dept. of Housing and Urban development. It covers such key issues as transportation, urban design, residential rehabilitation employment, community health services, recreation facilities, and day care centers. (HT167/. M62)

5TH FLOOR:

The fifth floor houses the education collection (GV and L). This includes the ERIC, textbook, juvenile, and physical education collections. **Ms. Laurie Heathcock is the 5th floor librarian.**

Textbook Collection: The textbook collection is comprised of elementary and secondary textbooks in all areas. Their classification is A-Z and the Text or TC above the call number can identify them. These are shelved on the northeast side of the floor by the sofas.

Juvenile Collection: The juvenile collection is comprised of children's books in all areas. Their classification is A-Z and the **J** or **Juv** above the call number will identify them. This collection is shelved next to the Textbook collection on the northeast side of the floor.

ERIC Microfiche Collection: This is a microfiche collection that is updated monthly. The fiche are stored in the cabinets in the center of the north side of the floor. They are filed chronologically by the ED number located in the upper right corner of the microfiche.

Adoption Textbooks: This collection contains textbooks the library is required to put on display by the state. The books have no call numbers and are usually shelved according to publisher. Please see the librarian if you have any questions.

6TH FLOOR:

The sixth floor houses the art, communication, music, and language arts collections (N-PN). **The 6th floor librarian is Ms. Carley Knight.** The listening lab is also located on this floor.

Listening Lab: Houses the music reserves, oral history collection, audio-cassettes, and video discs, along with a variety of equipment to listen to or view Library audio-visual materials. The Stack Manager or circulation staff manages the Listening Lab.

Musical Score Collection: The score collection is shelved on the southeast side of the floor at the beginning of the general stack collection. The MS or the word, SCORE above the call number on the label will identify them.

7TH FLOOR:

The seventh floor houses the literature collection (PQ-PZ). **Mr. Harry Nuttall is the 7th floor librarian.**

On the north wall carrels are the blue-bound *Dictionary of Literary Biography* volumes along with supplements and yearbooks. These are useful for obtaining biographical and critical background information on an author.

8TH FLOOR:

The 8th floor houses administrative offices and the Offices for the Dean of Library Services. **Mr. John-Bauer Graham is the Dean of Library Services. Ms. Alisha Henson is the Secretary to the Dean of Library Services.**

9TH FLOOR:

The ninth floor houses the math, science, and nursing collections (Q-R). **Ms. Paula Barnett-Ellis is the 9th floor librarian.**

Fort McClellan Information Repository: This is a special collection of documents covering the environmental aspects of the closing and cleanup of Fort McClellan. These items are shelved on the wall across from the 9th floor desk and do not circulate. *Anniston Army Depot* documents are shelved on the Northwest wall between the water fountain and stairwell.

10TH FLOOR:

The tenth floor houses the law, agriculture, technology, and military science collections (K, S-V). **The 10th floor librarian is Ms. Hanrong Wang.** The Computer Lab and the Alabama Gallery are also on this floor.

Alabama Collection: The Alabama Gallery is the library's special collections area. The Gallery houses two collections: The Alabama Collection and the Rare Book Collection. The doors of the Gallery should remain locked. The librarian on duty may permit access to researchers. A staff member must be present while a patron utilizes the collections. Materials may only be removed for photocopying with the permission of the staff person present. It is closed on the weekends and in the evenings.

Seminar Room: Conference Room B is set up to be a seminar room. It has a computer, video projection unit, and screen, as well as tables and chairs arranged in a U-shape. This room is reserved through **Ms. Hanrong Wang.**

Computer Lab: The computer lab is for use by persons with a valid ID. A student assistant will be assigned to this area. The computers in the lab print to the lobby printers.

Loose-leaf Services: The library subscribes to various loose-leaf services. These are books formatted for ring binders to facilitate easy updating. *U.S. Reports* (Ref/KF 101.U5) and *Banking Law Journal Digest* (Ref/KF971.3 B3) are examples of these. Please ask the 10th floor librarian for filing instructions for these services.

Pocket books: There are a number of books, for example the *Alabama Code*, for which updates or supplements are issued periodically. When updates are received, the old supplements need to be replaced with the new ones.

House and Senate Bills (microfiche): House of Representatives bills—House resolutions--House joint resolutions--House concurrent resolutions--Senate bills--Senate resolutions--Senate joint resolutions--Senate concurrent resolutions--Senate executive documents amendments (KF16.U5x). These are filed in the cabinet to the left of the reference desk. These are now available electronically.

11TH FLOOR:

Conference rooms. **Ms. Alisha Henson, Secretary to the Dean of Library Services**, handles the reservations for events to be held on this floor.

12TH FLOOR:

Observation deck. Tables have been placed on this floor for studying. The doors to the deck should remain locked. Visitors desiring access to the deck may request permission at the Circulation Desk. A library staff member should remain with visitors while they are on the deck.

Student Employee Information Sheet

Library Operating Hours:

Monday - Thursday	7:30 A.M. - 11:00 P.M.
Friday	7:30 A.M. - 4:30 P.M.
Saturday	9:00 A.M. - 5:00 P.M.
Sunday	3:00 P.M. - 11:00 P.M.

You may not begin work until the Secretary to the Dean of Library Services has received authorization from the Financial Aid Office.

Student Employees may be assigned to the following departments:

- Acquisitions/Serials - report to: Mary Bevis, Basement
- Circulation/Shelving - report to: Stack Manager, Listening Lab, 6th Floor
- Instructional Media and Special Event Services - report to: Tony Gravette, Basement

Student assignments are based on library needs each semester. Student employees should have no expectation of continuing employment beyond the current semester.

Work hours will be scheduled between 7:30 AM - 4:30 PM for Acquisitions/Serials and IMS and Circulation/Shelving and other departments according to hours required for public services desk coverage. Students are required to consistently work the schedule arranged by their supervisor at the beginning of the semester.

Student employees should not eat, drink, smoke, place or receive personal phone calls during work time. Friends are not allowed to visit during scheduled work time.

Student employees should stop at the desk in the lobby to sign in on the daily time sheet and check for notes indicating their assignment for the day; otherwise report to their assigned supervisor. Remember to sign out when you are leaving work. Falsifying a time sheet will result in the loss of your job. It is very important that you sign in/out and work your scheduled hours each day.

The Student employee payroll is signed in the Lobby. Students that fail to sign the payroll will not be paid.

Paychecks are automatically deposited to the students checking/savings account on the 15th working day of each month. Paystubs are sent to the Head of Public Services' Office and can be picked up there.

Students who are unable to sign the payroll sheet can sign a form in the Head

of Public Service's Office at any time during the month. This will allow them to be paid in the event that they cannot sign the payroll sheet.

All phone calls to report an absence or tardiness should be directed to the Circulation Desk at 256-782-5758 where it will be noted on the time sheet and the appropriate supervisor will be notified.

OR

Email notices should be made using the Student Employee Absences/Tardiness Form (on the Library website). The form will be disseminated automatically to the Stack Manager, the Secretary to the Dean, the Supervisor of User Services, the Departmental Secretary, and the Director of IMS.

Attendance is very important and continuous absences will result in the loss of your job.

Signature _____ Date _____
Student Employee

Library Student Employee Job Descriptions

- Definition
- Examples of Work Performed
- Required Knowledge, Skills, and Abilities
- Qualifications
- General Duties of Library Student Employees Assigned to the Public Services Floors

Definition

This is routine work in the overall operation of the Houston Cole Library. Students in this class will perform specialized assistance to various technical departments within the Library. They will also provide directional assistance to library patrons and assist with special projects as needed. In addition to the information provided in this manual, individual departments within the library may have other procedures. Library student employees are obligated to follow these basic guidelines and policies/procedures specific to their department.

Examples of Work Performed

- *Acquisitions/Serials Department*
- *Circulation/Public Services Department*
- *Computer Lab*
- *Instructional Media and Special Events Services*
- *Listening Lab*

Acquisitions/Serials Department

1. Assist in the preparation and receipt of book orders
2. Check library holdings
3. Search for items on OCLC
4. Import records from OCLC
5. Create orders
6. Check orders for accuracy
7. Create notes on orders
8. Discharge book shipments received
9. Create invoice records
10. Check accuracy of records
11. Post payments on order record
12. Update catalog
13. Distribute books to appropriate location
14. Assist in sorting incoming mail
15. Check-in periodicals and newspapers
16. Maintain newspaper shelves

17. Unpack bindery shipments
18. Process newly bound periodicals
19. Update library holdings
20. Assist in other areas as needed

Circulation/Public Services Department

1. Assist in the management and circulation of library materials
2. Shelve books, periodicals, and microfilm/fiche
3. Straighten, shift, and read book stacks
4. File
5. Provide basic informational and directional assistance to library patrons
6. Operate microfilm/fiche/photocopy equipment
7. Assist patrons with use of computer catalog
8. Check bibliographies against library holdings
9. Assist in other areas as needed

Computer Lab

1. Check user's ID
2. Maintain computer lab security
3. Provide assistance to users in the use of lab equipment and software
4. Report complex problems to supervisor
5. Maintain a neat and orderly area

IMS

1. Assist in operation of IMS
2. Answer telephone and take requests for services
3. Deliver, set up and pick up equipment on campus
4. Set up and demonstrate operation of equipment
5. Produce media materials - lamination, recordings & dupes
transparencies and signs
6. Assist patrons using IMS
7. Make minor repairs to equipment
8. Operate satellite teleconferencing equipment
9. Set up and operate sound & lighting systems on campus

Listening Lab

1. Assist in management and circulation of library materials and equipment
2. Maintain Listening Lab Policy and Procedure
3. Answer telephone
4. Maintain neat and orderly area
5. Provide basic informational and directional assistance to patrons of the library
6. Assist patrons with computer catalog
7. Assist in other areas as needed

Required Knowledge, Skills, and Abilities

1. Ability to learn assigned tasks readily and adhere to prescribed procedures
2. Ability to understand call number sequence in shelving system
3. Ability to understand and follow oral and written instructions
4. Ability to communicate effectively with users
5. Ability to lift equipment, such as projectors, screens, PA systems
6. Possess keyboard skills necessary to complete work in specific library department
7. Ability to perform related work as assigned

Qualifications

1. Must be eligible for the Federal Work Study Program or the Graduate Assistant Program
2. Comply with Financial Aid eligibility regulations and meet library standards for accuracy and attention to detail.

General Duties of Student Employees Assigned to the Public Service Floors

Please refer ALL reference questions to the librarian. If the librarian is not available, refer the patron to the 2nd floor reference desk where a librarian is on duty.

1. Bring the books up from the lobby and distribute to appropriate floor.
2. Circulate around the floor to collect materials for re-shelving and straighten the furniture around the tables and study carrels.
3. Separate the periodicals, reference books, microforms, and circulating materials.
4. Arrange materials in call number order for re-shelving.
5. Take materials that belong on other floors to the Circulation Desk for distribution.
6. Shelf materials in the appropriate place and order.
7. Scan shelves for items that are not in the correct place.
8. Inventory/Shelf Reading library material.
9. Report to appropriate supervisor for additional duties or for reassignment when tasks are completed.

Library Student Employee Work Schedule Form

Name _____
 Local _____ Phone _____ Number _____
 Email _____ Address _____
 Work assignment _____

CLASS SCHEDULE:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

WORK SCHEDULE:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Student _____ Date _____

Supervisor _____ Date _____

Library Student Employee Shelving Record

Floor: _____

Date: _____

Student: _____

CALL NUMBER	TITLE	Shelved Correctly? YES or NO	PROBLEM

CORRECT/TOTAL= _____

% CORRECT= _____

Library Student Employee Training Checklist

General Overview:

- Student received Training Packet
- Library hours and routines explained.
- Student completed Library Tutorial

Physical layout:

- Floor Directory explained
- Break area
- Locations/Collections explained
- Reference Area
- Periodicals (Current, Bound, Microform, Electronic)
- Textbooks
- Computer Lab
- Listening Lab
- Alabama Collection

Library's Webpage:

- Houston Cole Library Home page
- WebVoyage Search commands (Keyword, author, title, and subject)
- Holdings
- Locations
- Call numbers
- Student shown how to locate a book on the shelf
- Library databases explained
- Student shown how to locate a periodical (all formats)

Shelving:

- LC Easy
- Labels explained
- Current periodicals
- TC or Text for Textbooks
- J or Juv for Juveniles
- Ref for Reference
- A or Ala for Alabama Books

- Circulating/non-circulating CD-ROMS
- Student practiced putting books in order on truck/truck checked for errors
- Titles recorded on Shelving Record and shelving checked

Equipment Explained:

- Photocopy machines and where to get change
- Computer workstations
- Location of microform readers
- Listening Lab computers and equipment
- Scanner
- Printing

Ongoing evaluation procedures explained:

- Library Student Employee Policy and Procedure reviewed
- Library Student Employee Job Description
- Student Employee Absence/Tardiness form explained
- Library Student Employee Improvement form explained
- Evaluation of Student Employee explained
- Library Student Employee Shelving record explained
- Shelf Reading Record Form explained
- Listening Lab Policy and Procedure reviewed
- General Duties of Student Employee reviewed
- Timesheet reviewed
- Post test administered

Expectations:

- Punctuality
- Attendance
- Communication
- Team Work

Martha Cole Award:

Every Library student employee is eligible for The Martha Cole Award. The award is given each spring to an outstanding student employee at the Houston Cole Library, and brings with it \$100 cash. These funds are deposited into the student's account, courtesy of the Friends of Houston Cole Library. This award may only be received one time.

I, the undersigned, have been instructed in the above areas:

_____, Student Employee _____ Date

_____, Supervisor _____ Date

Library Student Employee Training Post Test

1. Using the Directory, indicate the floor where books with the following call numbers are located.

G	HA	Z	E	KF	RT	PN	TN	PS	CT	JX	GV
67	101	76	35	101.5	1	6011	53	3511	100	11	35
.K9	.A78	.B	.F8	.U6	.N3	.E5	.G7	.B4	.D4	.U6	.A2
NO. 17	1966	1973	1977	1995	NO. 99	1996	1996	1993	1993	1970	1966

2. Using the numbers 1-7, arrange the call numbers below as they should be shelved:

QA	QA	QA	QA	QA	QA	Q
76.4	76	76.25	7	76.76	76.76	125
.A8	.B85	.B45	.S38	.C65	.C65	.S6
1994	1997	1995	1917		1970	

3. Microfilm and microfiche can be viewed and/or photocopied using the microform reader printers located on the _____ floor.
4. Where can you access the library's catalog _____?
5. Circle the easiest and most universally used catalog search command:
- A= Author
T= Title
S= Subject
K= Keyword
6. REF above a call number is an abbreviation for _____.
7. Current journal issues are arranged by _____ and are shelved _____ on each floor.
8. Patrons should use an _____ to locate citations for journal articles.
9. A floor map for each floor is located _____ on each floor.
10. Public photocopy machines are located on _____ floor.

11. Reserves are located on the _____ floor.
12. Current periodicals can be identified by _____
and should be shelved _____.
13. A reference librarian can usually be found on the _____ floor.
14. A label with a "J" or "Juv" above the call number should be shelved on the
_____ floor.
15. Microfiche/microfilm to be shelved should be placed _____
_____.
16. A scanner is available for public use and is located _____.
17. Centralized printing is provided from public and lab workstations. The printers
are located _____.
18. The library uses the _____ system to
manage printing.
19. Where can you find floor directories? _____.
20. Periodical volumes owned by the library are referred to as _____.
21. Who do you call if you cannot report to work? _____.
22. My JSU Student Email address is _____.
23. Using the Library's Virtual Tour, what are Noah Cleveland's "Normal Working
Hours"? _____.
24. As described in the Library's Tutorial - What materials can you find in the
Library Catalog? _____.

Score _____

Student Employee _____

Date _____

Supervisor _____

Date _____

Library Student Employee Shelving Record

Floor: _____

Date: _____

Student Employee: _____

CALL NUMBER	TITLE	SHELVED CORRECTLY	PROBLEM

CORRECT/TOTAL= _____

% CORRECT= _____