Chapter 1 : Home - Library Training for Student Assistants - Library Guides at Salisbury University

Access the Web - Training Student Library Assistants. by June L. Power, M.L.I.S. The original version of this article appeared in the Journal of Access Services 3(4),

More than likely, they would find themselves in a difficult situation. Especially in this age of shrinking staff and budgets, many libraries would be hard put to get by without the assistance of student workers and other temporary employees. However, the very fact that they are temporary leads to issues of training, evaluation, and turnover. In working with students over the years, I have learned a few things about these areas â€" namely the need for planning, consistency, and follow-up. While this article mainly has an academic focus on student assistants, the same information is applicable to other temporary employees, such as public library volunteers. I am a big believer in not reinventing the wheel, so I used many of the sites below to guide me through my revamping of training materials, which I am more than happy to share with any interested individuals. I hope that they will do the same for you â€" as the borrowing of ideas is one of the great reasons libraries exist. One interesting note about my research is that while there were many great websites with information regarding library student assistants, what was available was often very institution- specific, and there was very little on other temporary employees. There is definitely room for more information in general on training temporary employees, including students. Another observation is that while there is a great deal of information on hiring and evaluations, there is very little on reward systems used for recognizing the efforts of student assistants and other temporary employees. The training section includes a checklist -a useful tool for providing consistent training. My favorite part of the website is the posttest â€" a useful tool for evaluating the effectiveness of your training program. Developing a training program is important, but evaluation of your program is the key to increasing its effectiveness. Supervisors are provided with information about human resources issues, the role of student workers, and student worker training and evaluation materials. Checklists are a major feature of the training materials. The student side of the site includes, among other things, a handbook, evaluation materials, training exercises, and a PowerPoint about patron service. There is a useful exercise on referring reference questions, which includes a convenient flowchart. I really like this flow-chart, as it never seems that students can learn the difference between a directional and a reference question, and I hope this will be a tool to help my student workers clear that stumbling block. Oberlin College Library http: An interesting touch, not seen on many other sites, was a message from the library director to new student assistants. I believe this demonstrates the value of student assistants to the organization. There are several unique and interesting features of this website. The first is the table that explains the differences between different call number systems â€" LC, Dewey, and SuDoc â€" a wonderful overview for student assistants who may only have familiarity with Dewey Decimal Classification. The second is the excellent PowerPoint on handling books that was produced by the Library of Congress based on a video from , but that was updated by Oberlin College for use in its training program. I love this presentation, and have used it often, always hoping that the Library of Congress will release an updated version. South Alabama University shares with Oberlin College the inclusion of a message from the Dean of Libraries to student assistants. All the forms used for student workers are available online â€" a useful feature for both students and staff. An extensive glossary of library terminology is included on the website, as is a thorough breakdown of LC classification. The Finding Articles tutorial was very convenient and short enough to retain the attention span of a student, besides being well organized in a step-by-step format. The introduction section includes a useful FAQ â€" which mainly consists of links to the places on the library website where those answers may be found. I like this approach, as it leads the students to become more familiar with the library than they would just reading a list of questions and answers. USC Document Repository http: The guide Call Numbers: Library of Congress Subject Classification helps to explain the relationship between call numbers and subjects. All of the materials are organized, into a single table of contents. Student Employment in the BU Libraries http: Links to online applications are included with each job description. While the site itself is just not designed to be a useful training tool, the job specific information would be very useful for a student looking for a job at the library,

and so can serve as a sort of model for the information to include when marketing your available library positions. Meet the Library Student Workers http: While, as the BU Libraries website mentioned above, the website gives no information on how to train your student workers, it does provide an excellent example of how to motivate, reward, and showcase your student assistants. This is a great way for people inside your organization, as well as patrons to get to know your student workers, not to mention making your student assistants or temporary workers feel appreciated and valued. This would be an excellent component to add to a training program. Library Student Assistant Handbook: Or, everything you want to know while working at the circulation desk http: The hyperlinked table of contents is arranged alphabetically â€" which makes it easy and convenient for students to use when they need to find information on a particular topic. The manual, however, is arranged topically so that the content flows rather than jumping from subject to subject. Importantly includes a detailed map of each floor of the library â€" which can be a very useful tool, especially for student workers who are also new to the institution and may not be familiar with the library. The best part of the site, in my opinion, was the section on how to deal with difficult patrons. I find this useful not only for student assistants, but for staff in general. Student assistants are assigned to increasingly complex tasks commensurate with their experience Seeing this, I got excited thinking I had found a wealth of information, but was disappointed upon review of the actual content. Frankly, I was expecting more.

Chapter 2 : Becoming a Library Assistant or Technician | Education & Careers

Student Library Assistant Training Guide: Home This guide was created to assist FSCJ campus libraries in training student assistants. These web resources and tutorials could be used with training materials specific to each LLC.

Chapter 3 : Catalog Navigator : Library Assistant Training Program

The purpose of this research is to identify the need to train and retrain library assistants in academic libraries. The researchers however used Babcock University Library to ascertain the impacts of training of library assistants. A descriptive design was adopted for this study. A total enumeration.

Chapter 4 : Library Assistant Jobs, Employment | www.nxgvision.com

Congratulations on being hired as the student assistant in the Access Services department! We are happy to have you on our team. Efficient and effective service is a large order for a small but dedicated full-time staff and a carefully selected group of part-time student workers.

Chapter 5 : Training student library assistants | MTAS

Duties may include complex searching/selection of materials, filing and maintenance of catalog files, assisting users with reference requests, letter writing, exchange correspondence, training of other library assistants, special projects and use of computerized systems.

Chapter 6 : Student Assistant Training - ZSR Library

A training programme for student library assistants, this manual presents an overview of past works still valid today and combines them with management principles.

Chapter 7 : Formats and Editions of Training student library assistants [www.nxgvision.com]

What can we help you find today? Enter your keywords. Home / Information Tools / Library Catalog / Training student library assistants.

DOWNLOAD PDF TRAINING STUDENT LIBRARY ASSISTANTS

Chapter 8 : Courses and student reviews of part time courses, evening classes, short courses, training cou

Student Library Assistant Training Guide: Shelving Basics This guide was created to assist FSCJ campus libraries in training student assistants. These web resources and tutorials could be used with training materials specific to each LLC.

Chapter 9 : Library Support Staff Education and Training | About ALA

Outlines process involved in the development of a librarian-produced microcomputer-based training course for academic library student assistants: decision-making, developing the lesson, programming, keeping user informed, debugging, and implementation. Development of basic training course for.