



# Student Librarian HANDBOOK

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the library  
belongs to  
everyone







# we are student librarians



## WE OPERATE THE LIBRARY →

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- We manage security, doors and windows, lights, A/C, and computers.
- We manage good behavior and the observance of library rules.
- We manage book returns & checkout.
- We repair damaged books.



## WE HELP OTHER STUDENTS ↘

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- We find the right book for their reading level and interest.
- We read to and share books with younger students.
- We find the right reference books and materials for students.



## WE KEEP THE LIBRARY TIDY →

- We re-shelve returned books and library materials.
- We tidy the books on the shelves.
- We keep the library clean—sweep the floor, wipe down shelves and book covers.



## WE ORGANIZE THE COLLECTION →

- We stamp, color-code, and (when needed) glue card pockets into books.
- We shelve books in an appealing fashion—covers facing out, special interest books grouped together.



## WE IMPROVE THE LIBRARY →

- We add posters, murals, and student artwork that celebrate books and reading.
- We create book displays based on a author, theme, or event.

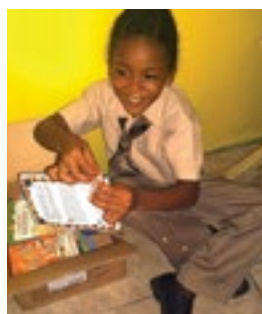


## WE PROMOTE THE LIBRARY →

- We create shared activities and competitions in the library, especially during school literacy events.
- We support the library at school and in the community.



# at work student librarians cool libraries







# RESOURCES

*Student Librarian and Library Resources for  
Principals, Teachers, and Students*

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Find a flexible approach that works for everyone.

Full-size documents of all the above resources are downloadable at  
[www.fjireaders.org/FijiReadersStudentLibrarians.htm](http://www.fjireaders.org/FijiReadersStudentLibrarians.htm)

For detailed information about creating and maintaining a school library please  
consult the *Fiji Readers Library Manual for Primary Schools*, downloadable at  
[www.fjireaders.org/FijiReadersLibraries.htm](http://www.fjireaders.org/FijiReadersLibraries.htm)

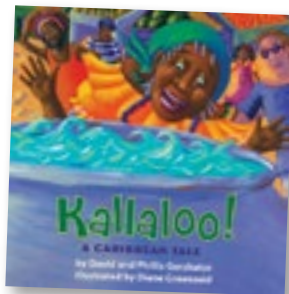


## Student Librarian Tasks & Responsibilities

### Library Room

Make sure that the library is in order:

- Open and close windows, curtains, blinds.
- Turn lights, A/C units, computers on/off.
- Maintain good behavior of all library users.
- Keep furniture and cushions tidy.
- Clean shelves, books, computers, furniture.
- Sweep the floor and empty the rubbish.



### Book Collection

- Know the library layout and where different sections are located.
- Keep color-coded books grouped together.
- Keep series books (such as *Hardy Boys*) grouped together.
- Keep books displayed face-out or face-up as shelf space permits.
- Keep bookshelves tidy.

### Checkout System

- Use the library checkout system to issue and receive returned books.
- Handle book reservations, overdue books and fines, and loan limits.
- Put books needing repair aside for mending.
- Apply labels and color-coded dots to books.
- Help protect library books through proper handling.

### Assist Library Patrons

- Locate suitable books for different grades and reading levels.
- Locate and use reference tools: dictionaries, atlas, and encyclopedia.
- Recognize parts of a book, such as contents page, index, glossary, bibliography.
- Interact positively with students by helping, listening, and answering questions.
- Assist and direct younger readers to the right sections and books.
- Read and/or discuss books with peers and younger students.
- Assist library staff and students with using the internet, photocopier, and printer.

## Student Librarian Tasks & Responsibilities

### Student Librarian Team

Create clearly defined tasks and simple operation.

Organize flexible rosters and share tasks equally.

Ensure there is ongoing supervision by teachers and /or library staff.

Schedule training time for new

Student Librarians.

Timetable regular meetings with the Librarian/Teacher with library responsibility and the Library Team.

Discuss activities and upcoming events, make suggestions, ask questions, and raise issues.

Periodically review and update the Student Librarian program.



### Promote the Library and the Collection

Make literacy posters and wall charts.

Create book displays based on an author, theme, or event.

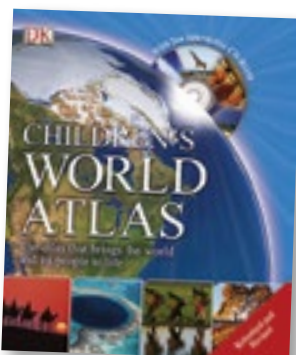
Write and/or illustrate reviews or recommendations.

Contribute to a library newsletter, blog, or library page on school website.

Talk about good reads in class, during a visit to the library, or at assembly.

Help to run library competitions and events, such as quizzes, author visits, Literacy Week, book fairs, and Reading Month.

Be a library guide for school visitors.



### Improve the Library

Help the Library Team choose new resources for the library.

Recommend book titles and authors in all genres.

Use a Suggestions Box to get ideas and opinions from students.

## Student Librarian Job Application

**Position Description.** You will be part of the team running the library: issuing books and receiving returned books, helping other students use the library, shelving books, tidying the library, and promoting the library.

**Personal Qualities.** You must be reliable, careful, friendly, hard-working, like helping people, good at keeping books in order, able to work without supervision, be a good listener and communicator, and love books.

**Benefits of the Position.** You will gain valuable work experience, new skills, librarian training and certificates, get the chance to take responsibility, receive appreciation from teachers and students, know the satisfaction of doing a good job, and be among the first to read the new books.

**Expected Outcomes.** You will help make the library an excellent environment for reading and learning, keep the checkout system operating and the bookshelves in order, help other students use the library, and keep the book collection displayed properly and accessible to all users of the library.

### **I will meet these expectations as a Student Librarian:**

Show up for my shift on time. ● Wear a Student Librarian badge and leave it in the library when my shift is done. ● Encourage students to follow the rules of the library. ● Return books from the Book Return box to the correct places on the shelves. ● Check books in and out to students and teachers. ● Tidy the shelves and library furniture, and keep the library clean. ● Encourage all students to read and support the library.

I also agree to the following statements: I will uphold the library rules. ● I will always do my best. ● I will always be honest. ● I will help make the library a positive environment for everyone.

I sign this contract knowing what is expected of me as a Student Librarian.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Thank You for your Student Librarian Job Application!***



## Lunchtime: Student Librarians Go to Work

Student Librarians are the solution to keep the library open during lunch. Here's some tips ➡ Be cheerful and approachable to everyone using the library, so that they see it as a friendly place to visit ➡ Encourage students to follow the library and book-handling rules ➡ Help students find the right book ➡ Run the checkout desk for books being borrowed and returned ➡ Remove books from the Returns Box and sort so that the books are ready to be shelved ➡ Put any books needing mending aside to be repaired ➡ Sort the books by their color-coded dots and shelve the books in the correct section. Put series books, such as *Magic Tree House* and *Nancy Drew*, together ➡ Straighten up and tidy the books on the shelves ➡ Fill any empty spaces in the face-out book shelf displays ➡ Read a suitable story book to the younger students ➡ Ten minutes before closing time, remind students in the library that they need to get ready to leave ➡ Spend the last few minutes of lunchtime having a quick tidy-up to finish your duty; put chairs, tables, cushions, and reading corner floor mat in order ➡ Collect the rubbish, sweep the floor, dust the books and shelves as needed.

## Student Librarian Rewards Are Part of the Job

Student librarians are positive role models for everyone. Student Librarians receive acknowledgement and positive reinforcement from the Principal, teaching staff, the Librarian, and the Library Team. Student Librarians are recognized at assembly and through certificates, awards, and badges, and may receive small prizes (such as stickers, pens, or books) in addition to book-borrowing, photocopier, and internet privileges. And the more that Student Librarians know, the higher their job satisfaction and rewards.

### Silver Level Skills

(includes Bronze Level Skills)

You must be able to issue and return a book • open and close the library • check shelves for books in need of repair • write a review of a new book for display in the library • read to a group of students at lunchtime • be a library guide for school visitors

### Gold Level Skills

(includes Silver and Bronze Level Skills)

You must be confident in shelving resources in all areas of the library, including doing a shelf check • deal with overdues and reserves • be an issuing/returns monitor for a junior class • use a print reference resource (such as an encyclopedia or dictionary) • create a display for the library and help change displays • promote books to fellow students in class or assembly

### Bronze Level Skills

You must know the library layout • keep the library in order (furniture in place and rubbish removed) • tidy library shelves (books upright or some face-out) • shelve returned books • choose books for effective face-out display

## Why and How to Form a Library Team

Attempting to run a library singlehandedly is an all-consuming undertaking—especially when it comes to getting students and staff involved. A Library Team of enthusiastic members can spread the work and decision-making, which will foster the sustainability of the library. Members of the Library Team can tap their leadership and creative skills to create ownership among all stakeholders.

### The Role of the Library Team

A Library Team is an excellent way to make your library popular in the school. Because your members have invested their energy into the project, other staff and students are likely to be encouraged. The Library Team will make management decisions about library opening times, borrowing methods, and book classification methodology. The Library Team will also decide how to spend the budget, and perhaps set a “caution fee” or fine system for late, lost, or damaged books. Student members of the Library Team can act as Student Librarians, or the committee may appoint interested students as Student Librarians. The Library Team also determines which books should be removed from the collection, and which books and materials should not be loaned. These may include reference books and rare West Indian titles that need special care.

### Create Your Library Team

When setting up your Library Team, include the Librarian/Teacher as secretary, the head teacher or English teacher as chairperson, an additional interested teacher, and a few students. The Librarian/Teacher is an important member; to help advise the committee and suggest ways to improve the library, he or she should visit a successful school library. Decide how the Library Team will be structured and members selected. Write job descriptions for Library Team officers and guidelines for committee action. The Library Team should meet regularly, perhaps once a month, or at the start and end of every school term to make sure students and staff can share their ideas about the library through a Library Club and a Suggestions Box.

## How to Promote Your Library

As a Student Librarian, Librarian, or Library Team member, you can help students, teachers, and the community appreciate the fun and benefits of reading and the library. Remember to discuss each idea with the Principal, ask for participation and feedback from teachers, and adapt the ideas below to your school's culture.

**Peer Invitation.** Keep students informed about the resources and activities of the library. Ask the Principal for a day when Student Librarians, the Librarian, or the Library Team can host an assembly to spotlight the books and resources available in the library. Hold monthly reading competitions with prizes. If students are reluctant to visit the library, take the library to them by setting up mobile lending areas at strategic locations around the school.

**Dramatic and Artistic Presentations.** Organize special library presentations around a theme, such as Independence, Black History, or a Religious Holiday. Invite students to do readings of their favorite works, act out a skit, or share their artwork. Invite older members of the community to the library for story time and to share their folklore tales. Invite local writers to read to and speak with parents and students.

**Engage Parents and Teachers.** During PTA meetings, Student Librarians can perform a dramatic presentation about the benefits of reading and literacy. Student Librarians, the Librarian, or Library Team members can speak about the library. Keep teachers abreast of library activities and ask for their participation. Create a reading and resources list of library books for teachers, and ask them to have students visit the library to check out books and write book reports.

**Media Outreach & Workshops.** Create your library's Facebook page. Create a newsletter featuring students' work, library resources, and upcoming workshops. Keep students engaged with creative and fun workshops on topics of interest, such as poetry or rap lyrics, fashion, sports, and popular public figures.



## Managing the Student Librarian Program

My Student Librarian program is very simple. I allow any interested student in Grade 3 or above to fill in the application form for Student Librarians. This gives students who do not usually get a chance to lead an opportunity to do so. I have found that students do well and seem to really enjoy this opportunity (I have only had to remove one student from the position).

Students are waitlisted in order of when they return their applications, which encourages them to turn it in promptly. I don't have a deadline to turn it in because I want to encourage any student to become more involved in the library, and it is easy to just put them at the bottom of the list. I post the list in the library and they enjoy coming to look at whose turn it is and figure out how long until it's their turn.

A student's responsibilities are to come in first, take out their class folder, and call students in to return their books and do the check-in paperwork. Depending on the library activity that day, Student Librarians can read aloud to their class or reshelve returned books. After the activity is over

they check books out for their classmates. When every student is done, the Student Librarian can choose their book and make sure the library is tidy. As a reward, I give them a lollipop for their work and a name tag sticker to put on their shirt for the day. Neither of these things are necessary, but they are fun.

I have student librarians change every week, and they are only responsible for their own class. I do it this way because that is the easiest to arrange with my teachers, and should allow for them to continue the program when my Peace Corps service is over. I hold a training session for Grade 3 students and just do a 10-minute review for all the higher grades. Training everyone how to check in and out equips the students to run the book check-out on their own.

The Student Librarian program has been very successful at my school because the students are now much more interested and involved in our library.

*Signe Midelfort-Vognar*

U.S. Peace Corps Volunteer

Jones Beaupierre Primary School, Dominica



“Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life. Libraries change lives for the better.”

—author Sidney Sheldon



For more information about the  
Student Librarian Program, please go to:  
[www.fjireaders.org/FijiReadersStudentLibrarians.htm](http://www.fjireaders.org/FijiReadersStudentLibrarians.htm)

Full-size documents of all resources in this Handbook are downloadable at:  
[www.fjireaders.org/FijiReadersStudentLibrarians.htm](http://www.fjireaders.org/FijiReadersStudentLibrarians.htm)

For detailed information about creating and maintaining a primary school library please consult the *Fiji Readers Library Manual for Primary Schools*, downloadable at:  
[www.fjireaders.org/FijiReadersLibraries.htm](http://www.fjireaders.org/FijiReadersLibraries.htm)