Application for Student Media Assistant 2014-2015
Tuscola High Library Media Center

Name _____ Grade _____

Why do you want to be a student media assistant?

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

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

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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 and computer labs.

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

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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: _____