



Denmark High School Library Science Aide Application

Name: _____ ID: _____ Grade: 11th or 12th (circle one)
Phone: _____ Email: _____

Please list your reasons for applying to be a library aide:

What skills do you have that would be helpful in this position?

What do you love about reading? What is the most recent book you have read and when did you read it? What is your favorite book?

Please list 2 DHS teachers as references (see attached recommendation forms)

1. _____
2. _____

Job Description

- Effective communication with students and DHS staff
- Organizational and problem-solving skills
- Computer skills - utilize library circulation system
- Alphabetizing and numerical sequencing (Dewey Decimal 😊)
- Marketing - creating digital promotions on canva, book display ideas and execution, event planning assistance

Expectations

- Read at least 1 book per semester
- Complete daily duties - shelving, organizing, deliveries, circulation
- Respect privacy and confidentiality of student information including circulation records (see signature section below)
- Applications are due to Ms. Griffin in the Media Center by February 24th

If selected as a library science aide, I, _____, agree to adhere to the responsibilities and expectations listed above.

According to Official Code of Georgia 24-9-46, I will not release patron circulation records. These records and information in the circulation system must remain confidential. I understand that my signature constitutes acceptance of these conditions.

TEACHER REFERENCE FORM Library Aide

Student name: _____

Teacher name: _____ Subject: _____

The student listed above is applying for acceptance into the Library Aide Program for the 2023 - 2024 school year. Please evaluate the abilities of this applicant. Library aides work in an office setting greeting and helping visitors and assisting the media specialist.

Please complete the form and put it in my mailbox by Friday, Feb. 24, 2023.

Thank you,
Jessie Griffin
Media Specialist

	<u>LOW</u>		<u>HIGH</u>		
Attendance	1	2	3	4	5
Attitude	1	2	3	4	5
Acceptance of Responsibility	1	2	3	4	5
Peer Relationships	1	2	3	4	5
Achievement/Aptitude	1	2	3	4	5
Participation in Class	1	2	3	4	5
Punctuality in meeting deadlines	1	2	3	4	5
Ability to follow expectations	1	2	3	4	5
Overall Assessment of student	1	2	3	4	5

Comments: _____

Would you recommend this student as a Denmark Office Aide? Yes or No

If you answered no, please explain

why? _____

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