Application for Student Media Assistant 2017 - 2018
T.C. Roberson High Library Media Center

Name _____ Grade _____

Describe yourself in three words:

Why would you like to be a student media assistant?

Have you had any work experience? If so, tell us about it. Do you still work there? Why or why not?

Do you enjoy reading?
Give a brief review of the book you are reading right now.

North Carolina Department of Public Instruction's Student Media Assistant Curriculum includes the following tasks:

- Learn glossary of media terms & the Dewey Decimal System.
- Investigate media literacy.
- Understand and promote digital citizenship and safety.
- Participate in school-wide activities to promote reading.
- Create bibliographies for students and staff.
- Assist peers with locating and using online and print resources
- Follow our school's acceptable use policy for electronic resources.
- Assist with evaluation and recommendation of new materials.
- 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.
- 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.
- Create bookmarks.
- Follow oral and written instructions for using search strategies with various resources and be able to interpret them for others.
- 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 & laptop use (e.g., logging in, print services, file sharing).
- Identify a Media Center problem or area that needs improvement and devise a solution.

In addition, Media Assistants will read during class time and write an entry in a reading journal every day.

What is your technology experience? (cell phone apps count :-)

Describe your room and your personal book collection.

NOTE: Mrs. Perry will be asking two of your teachers to provide a personal recommendation about your performance as part of this application. List your two teachers below:

Your English Teacher: _____

Teacher of Your Choice: _____