

LIBRARY ASSISTANT

Requirement area: **Elective**

Course code: GLA101/102

Grade Level: 11, 12

Prerequisite: Consent of the teacher-librarian and one teacher/staff recommendation. Students need to be passing all their classes to be a library TA.

Length: 1 semester (0.5 credit) May be repeated for an additional 0.5 credit

Homework: None

Description: Library assistants may perform the following duties: Circulation and shelving of library materials, keeping shelves in order, running errands, processing materials, watering plants, creating displays and other duties as assigned. Student will use the computer for many tasks and learn the library's computer and organizational systems. Computer and keyboarding skills are helpful but not required. Students must be dependable, responsible and have a good attendance record. **S-U Grade only.**