

Library Information Service (LIS) Student Contract
2011

A student who enrolls in this LIS class accepts and understands the library's patron-centered philosophy of service. The list below reflects the duties and responsibilities of a LIS student. The evaluation criterion is detailed on the back. Please read both the responsibilities and the evaluation sections and sign your name. Please ask questions before signing up for this class. Students are selected and approved by Ms. Loser first before signing up for the LIS class. Students must have a C+ average and no occurrences of truancies or discipline referrals.

Reads at least **four** books per semester.

Writes and publishes **four** book reviews.

Reads book reviews from library journals.

👉 Participates in the book selection process.

👉 Maintains order for three sections in the library.

👉 Shelves all books.

👉 Checks in and out all materials.

👉 Sorts all incoming materials.

👉 Creates closed reserve carts.

👉 Takes care of reserves and holds for patrons.

👉 Records library-in-use statistics.

👉 Searches for magazines for all patrons.

👉 Assists all patrons with all computer programs.

👉 Demonstrates a patron-centered philosophy all the time.

👉 Cooperates with patrons, library staff and LIS students.

👉 Keeps the circulation desk area neat and tidy.

I _____, understand and am willing to undertake the responsibilities and duties of a Library Information Student. Date _____.

Librarian's signature (must be signed before enrolling)

LIS EVALUATION CRITERIA

READING, WRITING RESEARCH

- Book reviews
- Essays
- Rough drafts

COMPUTER PROGRAMS & DATABASES

- Surpass—Safari
- Microsoft Office
- Microsoft Publisher
- COIN
- Proquest
- SIRS
- CQ Researcher
- Citation Machine

JOB PERFORMANCE

- Self evaluation
- Teacher evaluation
- Peer evaluation

SHELF READING

- Reference
- Non Fiction
- Fiction