Being Together, Not the Same:

Training Student Assistants in Different Library Departments

presented by:

Melanie Church, Content Services Librarian
Ellie Kohler, Access and Learning Services Librarian

October 2, 2015
KLA/MLA
About Us

Melanie

Ellie
Which method is better?
Greenlease Library

Student Assistant: Library Employment Application

If you are interested in working at the library, fill out the form below. For more information, please go to http://libguides.rockhurst.edu/libraryworkstudy.

Please note: we can only hire students who have work study funds.

Where would you like to work?
Please take a moment to go to http://libguides.rockhurst.edu/libraryworkstudy and view the different positions available and their descriptions. Then choose your preferences below.

Positions available in the library

<table>
<thead>
<tr>
<th>Access Services</th>
<th>First Choice</th>
<th>Interested</th>
<th>Acceptable</th>
<th>Not interested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interlibrary Loan</th>
<th>First Choice</th>
<th>Interested</th>
<th>Acceptable</th>
<th>Not interested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Projects- not currently hiring for this position</th>
<th>First Choice</th>
<th>Interested</th>
<th>Acceptable</th>
<th>Not interested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content Services</th>
<th>First Choice</th>
<th>Interested</th>
<th>Acceptable</th>
<th>Not interested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University Archives</th>
<th>First Choice</th>
<th>Interested</th>
<th>Acceptable</th>
<th>Not interested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Comments?

No comments.
Amusing Application Responses

Why do you want to work in the library?

- I have been known to play video games once in a while.
- Mr. Smith’s protégé.
- I have always wanted to go up and down the isles and organize the books.
- There is a cactus in my dorm room.
- Supervised nap time.
- I can run pretty fast.

...allows me to help others but not have to fear that a whole tower of shoes will fall over and possibly crush me.

Other Skills

- I have been known to play video games once in a while.
- There is a cactus in my dorm room.
- I can run pretty fast.
“I Love to Read” and other Bad Responses

- Office, technical or clerical skills: software (cracking)
- I need time to do my homework.
- I need to use my work study hours.
- I like quiet environments
- I would like to become antiquated with the library system at Rockhurst.
The Interview Process
Interviewing in Content Services

- Co-supervisor
- Cooperative decision about who to interview
- Scheduling via email
- Detail & process questions
Interviewing in Access Services

- Step 1: Application Review
- Step 2: Semester Schedules
- Step 3: Schedule Interview
- Step 4: Interview!
- Step 5: Hire
Training in Content Services

Google Site

Checklist

Post-test

Welcome to the Content Management & Discovery Services
Student Assistant Workspace

Work that we do:
- Collection Maintenance projects
- Search our local and consortia catalog for duplicate items.
- Receive and process new materials for the collection.
- Report those new materials to faculty & departments.
- Care for the Government Documents collection.

Recent Announcements

Announcement Monday, September 7 is Labor Day. The library will be closed during CMDS department working hours. Enjoy your day.
Posted Aug 5, 2015, 9:23 AM by Belene Church

Example Question Where do I put withdrawn items when I've finished processing them?MC 8/5/15
Posted Aug 5, 2015, 9:15 AM by Belene Church
Training in Access Services

- Orientation Session
- Blackboard Course Mgmt
- Training Checklist
- Paper Based Reading
- LC Easy 4.0
- Reinforcement Exercises

**Shelving Exercise**

**Instructions:** Please read the directions below to the new student assistants, and show them the shelving exercise way to shelve the books.

**Directions for trainees:**

1. Place the books on the cart in call number order. *A checker will look them over and discuss any mistakes with you.*

2. Shelve the books in the stacks. Please shelve the books spine side up so that if one goes astray the checker will be able to find them.

3. Let the checker know when you are ready for your books to be checked.
Continuing Training & Follow Through in Content Services

• Update Google Site daily with task & project assignments
• Individual training for new projects
• News & FAQs page
Continuing Training & Follow Through in Access Services

- Monthly Meetings
- Secret Shelver
- Accountability
- Assessment and Quantification
So what do we do together?

- Student Appreciation Events
  - Parties/Potlucks
  - Finals/Christmas Bags
  - Pumpkins!
  - Graduation
- Security Meetings
Thank you!

Questions?