

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Employment of Student Library Aides
POLICY NUMBER: 3017

3017.1 The position of Library Aide has always been used to offer part-time hourly employment to high school students. Part-time hourly employment students need to be full time high school students or higher education students carrying 12+ units or more. Further they must meet the criteria of residing within the boundaries of the Dixon Public Library district.

3017.1.1 The major responsibility of such employees, to be referred to as Student Library Aides, is to re-shelve items, shelf read, and perform basic tasks which keep the collections and public areas neat, orderly and in good operating order.

3017.2 The position, Student Library Aide, works best when sufficient numbers of new Student Library Aides (part-time hourly employment students) are hired to replace departing students.

3017.2.1 The employment of Student Library Aides will end no later than August 31 of each year. Currently employed Student Library Aides who wish to continue in their positions will have their performance evaluated by criteria stated in 3017.1.1 and 3017.3.1. These criteria are to be made public.

3017.2.2 Satisfactory performance on all criteria will automatically reinstate the evaluated Student Library Aide for the following year.

3017.3 Scheduling for Student Library Aides is to have as much availability and time flexibility as possible. Shift swaps will be possible.

3017.3.1 Individuals employed as a Student Library Aide must be available a minimum of ten (10) hours a week. Such availability must include a Monday, Tuesday, Wednesday or Thursday as well as the occasional Saturday. Professional interaction with the public and staff is expected.

Adopted 07/18/2011