

ROYAL LIBRARY AMBASSADOR

Dear Royal Reader,

I am very glad that you have taken the time to find out more information on our Royal Library Ambassador Program. This is a volunteer program for students who are very interested in helping in the Library. This is a volunteer job and as such there are job duties and responsibilities. Duties include:

- 1) Re-shelving books
- 2) Repairing books
- 3) Sharpening pencils
- 4) Marketing (putting up signs and posters)
- 5) Helping to straighten-up at our book fairs
- 6) Advertising (helping to create bulletin boards, flyers, other forms of advertisement)
- 7) Helping to find books for a patron
- 8) Showing patrons how to use the on-line catalog
- 9) Delivering books and retrieving books
- 10) Other misc. activities

Responsibilities:

- 1) Show respect to all students, teachers, staff, parents, our community and our academic treasures
- 2) Report for work during your scheduled time. Advise the Royal House of Riches if you are not going to make your scheduled time period.
- 3) Continue to be a model patron by returning books on time and caring for our books and periodicals.
- 4) Follow the guidelines of the Royal House of Riches in class and out of class.
- 5) Follow the guidelines of our Technology program on all computers, in your classroom, the lab, the Royal House of Riches and anywhere else in the school.

If you are interested in becoming a Royal Library Ambassador, please complete the attached application and submit to Mrs. Cunningham. Be prepared to take a pre-employment test assessing your alphabetizing and numeric skills.

Welcome, welcome, welcome!

STUDENT LIBRARY ASSISTANT APPLICATION 2009-2010

NAME _____ Grade _____
(Print)

I want to be a Royal Library Ambassador because _____
_____.

I am willing to do all the tasks assigned to me and I will strive to be as reliable as I can be. I will always try to let Mrs. Cunningham know if I cannot make my scheduled time. The best time for me to work would be (day of the week) _____, during my lunch recess. I understand that I have to follow the behavior expectation of a Heywood Avenue student that I say every day as our Motto, in all my classes, including Library.

Student Signature _____ Date _____

Parent Signature _____
Date _____

Teacher Signature _____ Date _____

Please return to Mrs. Cunningham in the Library Media Center