

### Figure 1. Library Helper Application and Contract

Return the completed form to the library media center by \_\_\_\_\_.

Student's Name \_\_\_\_\_ Grade in school \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone # \_\_\_\_\_

Parent/Guardian's name \_\_\_\_\_

Reading (6th, 7th) English (8th) teacher's name \_\_\_\_\_

Homeroom Class teacher's name \_\_\_\_\_

I will leave my homeroom class one day a week, and arrive at the library media center ready to help shelve books or do other clerical tasks.

I will be an exceptionally well-behaved Library Helper.

I will continue shelving books with other students until all the books are put up or until 3:05 p.m. I will not let one student shelve books while I play around.

If I choose to use a book cart, I will return the book cart to the area in the library media center that it came from. The two wooden carts go by the circulation desk.

I will make plans with my family before coming to school to get a ride home on the days that I stay in the library media center after school for a party. Parental permission slips will be sent home for the party, so parents know which day to pick me up. The library media center staff is planning one appreciation party after school per quarter, and this will usually coincide with a holiday such as Halloween, Christmas, Easter, and the end of school.

I have a passing grade in all core classes.

I am volunteering for the day I have circled: Mon. Tues. Wed. Thurs. Fri.

I have read and understand my part of this agreement.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Figure 2. Library Helper Sign-in Sheet

Color	Monday	Tuesday	Wednesday	Thursday	Friday
Blue					
Gold					
Gray					
Green					
Plain					
Red					
Silver					
White					
Yellow					

**Figure 3. Teacher Reference Form**

Student's Name: \_\_\_\_\_

This student has expressed interest in being a Library Helper. This means that he or she will help shelve books one day a week during Homeroom Class. The student must be reliable, capable, and pleasant. Please look at the list and check any that apply to the above student:

- This student is on time to class.
- This student has a passing grade in all core classes.
- This student is not a discipline problem.
- This student is a positive part of the school community.
- This student shows a willingness to help others.
- This student follows directions the first time he or she is asked.

I recommend this student to be hired as a Library Helper one day a week during Homeroom Class.

First Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Second Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

X's	Minutes	F. Name	L. Name	X's	Minutes	F. Name	L. Name
20	520	Becca	Anderson	7	182	Estella	Moore
12	312	Desirae	Anderson	11	286	Elana	Moye
3	78	Kola	Awe	16	416	Roy	Moye
16	416	Haley	Bass	9	234	Jennifer	Myers
16	416	Kayce	Christian	3	78	Jeremy	Palmer
24	624	Leah	Conrad	12	312	Meshia	Reece
29	754	Phill	Easley	7	182	Olivia	Rogers
11	286	Carmen	Foster	18	468	Josephine	Sharp
1	26	Morgan	Hopper	4	104	Stephanie	Silvey
8	208	Nicole	Jacobs	23	598	Sabrina	Smith
14	364	Jake	Jobes	8	208	Randenn	Snider
9	234	Alex	Johnson	9	234	Trey	Sprick
20	520	Chauneice	Johnson	14	364	Tommy	Stewart
11	286	G'Na	Johnson	8	208	Mark	Taylor
19	494	Chanelle	Johnston	12	312	Rebekah	Wegley
14	364	Domonique	Johnston	20	520	Ashley	Wolkomir
12	312	Cunisha	Landis				
7	182	Chris	Lopez				
7	182	Estella	Moore				