

Lesson Plan: Training library student assistants to use the online circulation system to charge and discharge materials and be proficient in providing basic circulation services for the Orofino High School Library

Grade Level: 11-12

Objectives: Students will learn online circulation processes and be able to maintain the circulation desk at a basic level.

Big6 Skills:

- Task definition: The student library assistants will participate in training given by the librarian to learn how to access and use basic features of the library's online circulation module.
- Information Seeking Strategies: The students will have hand-on instructions using the circulation module.
- Location and Access: Source- the online circulation module.
- Use of Information: The librarian will guide the students in learning the aspects of this module and aid in their practice of charging and discharging materials and accessing accounts for information when requested.
- Synthesis: Student library assistants will practice using circulation module to charge and discharge books. They will have supervised experience managing the basic needs of the circulation desk.
- Evaluation: Students will question themselves. "Do I know how to manage what is required of me?" "Is there anymore I need to know?" "Can I perform this service in a timely, satisfactory and proficient manner." "Are patrons satisfied with the level of service I provide?"
- Materials Required: Access to the online circulation module. Handouts from librarian.

Time Required: 15 minutes

Description of Activities: Students assistants will take turns being patrons and assistant at desk with different scenarios (overdue books, lost books, damaged books,) and field such questions as "Do I have any fines?" "What is my account number?" "How do I get a library card"? "How do I replace a lost card?" "What if I have a fine at another school in our system, can I still check out a book?" "How many books can I check out at a time?"

Assessment: The student assistants will be able to run the circulation desk to provide proficient basic services.