



## Library Assistant Introduction

- The Staff Development webpage at <http://ottlibstaff.wordpress.com/staff-development/> combines information with exercises to learn how to be an excellent library assistant.
- You will gain valuable work skills and experience that you can apply in any job.
- Your portfolio will demonstrate the skills you learn.
- After reading and signing the library assistant contract, you will receive this packet that will guide you through learning activities.
- Some skills will be learned by demonstration, others through reading the information on the Staff Development webpage and completing exercises.

Demonstration Checklist	Exercises Checklist
<input type="checkbox"/> Book drop	<input type="checkbox"/> Workflows exercises
<input type="checkbox"/> Shelving-adults	<input type="checkbox"/> Library webpage hunt
<input type="checkbox"/> Shelving-children's	<input type="checkbox"/> Staff match
<input type="checkbox"/> Telephone	<input type="checkbox"/> Wordsearch
<input type="checkbox"/> Cash register	<input type="checkbox"/> Who wants to be a winner?
<input type="checkbox"/> Open/Close	<input type="checkbox"/> Special Collections map
<input type="checkbox"/> Copier	<input type="checkbox"/> Library Locations
<input type="checkbox"/> Computer Check system	<input type="checkbox"/> Give 'em a pickle video
	<input type="checkbox"/> Level One Quiz

- When you have completed the Level One demonstrations and exercises, and the quiz, you will receive a certificate of completion.
- You can acquire additional points by completing further training in advanced skills and other work skills like customer service, communication, and goal setting.
- Submit Individual Development plans for approval listing what you want to learn and activities that contribute.
- Upon completion, fill out a transfer of learning worksheet.