Student Assistants:

Student assistants are assigned to the Library by the Director of Student Employment. The number of work hours is based on financial need and the amount of money available in the budget for financial aid. Individual students are not chosen by the library; however, requests for individuals may be made after approval for financial aid is received.

Student assistants perform various tasks under the direction of a supervisor. If work performance is not satisfactory, the supervisor may request that an assistant not be reassigned to the library for the next semester. In case of serious problems with attendance and/or job performance, the student worker may be dismissed. The supervisor sends a memo to the Library Office who notifies the Student Employment Office.

Student assistants report to the Library office at the beginning of each semester to receive work assignments. Priorities in assignments are given to public service areas such as Circulation, Serials & Media, Reading Room, and Shelving. Other assignment areas include: Interlibrary Loan, Government Documents, Technical Processes, the Research Center, Digital Imaging Lab and the Library Office.

Graduate Assistants

Graduate assistants are assigned to the Library by the Dean of the Graduate School or by academic departments requesting special services. Graduate assistants are usually employed to work a total of twenty hours per week, but that can vary. In general, graduate assistants are assigned to an area of major responsibility, such as the Cammie Henry Research Center, where their presumed maturity makes it possible to assign work duties requiring independent judgment and initiative.
CONDUCT OF STUDENT EMPLOYEES

Student workers employed in all areas of Watson Library are responsible for maintaining the good image of the library. The following rules of conduct should be followed at all times:

1. Be on time. If you will be late or unable to get to work, let your supervisor know in advance so he/she can locate a substitute to cover your work area.

2. Do not visit with your friends while you are working. Tell them you will see them after you are off duty. Excessive talking to friends can cost your job.

3. Use a soft voice when talking to patrons and coworkers.

4. Be friendly and helpful to patrons that you serve. Greet everyone with a smile and say good morning, good afternoon, or good evening. Keep your head up and make eye contact with patrons. Do not give the impression you are too busy to serve patrons. BE PLEASANT AT ALL TIMES.

5. Eating and drinking are not permitted at the public service areas.

6. If all assigned tasks are completed and your supervisor agrees, you may read or do homework.

7. Know your job thoroughly. If you are uncertain, ask your supervisor for instruction. Find out the locations of any manuals or other sources of helpful information in the event you are left without a supervisor.

8. Dress appropriately.

9. If you miss work for a legitimate reason, schedule a make up time with your supervisor. If you just “show up”, you will not be allowed to work to make up that time.

10. You may not use library computers in your work area for any reason, even to check Blackboard or do your homework. This includes looking up information for other students. You may use the computer lab for your personal needs when you are not working.

11. If you are the only person in a public service area and must leave for any reason, be sure to find out the procedure for coverage. For example, a student worker who must leave circulation to go to class and no one else is in the area, should ask a reference librarian to cover the desk.

12. Limit use of library telephones to important calls only and only for less than five minutes. This includes using cell phones when you are at work.