



Timber Ridge Learning Resource Center

Student Library Helper Application

2021-2022

Students who wish to be a Student Library Helper (SLH) need to complete the following application including a parent signature and teacher recommendation. Student Library Helpers will volunteer to assist in the LRC during study hall. A rotating schedule will be created so the maximum time out of study hall is **one** day per week. The SLH commitment will last one quarter.

A Student Library Helper:

- Is helpful and friendly
- Is a good communicator
- Is responsible
- Is organized
- Is reliable and trustworthy
- Remains in good standing with all teachers at Timber Ridge

The Main Tasks of a Student Library Helper are to:

- Shelve and organize library books
- Prep monthly bookmarks
- Maintain, clean, and straighten bookshelves
- Deliver materials to teachers/classrooms
- Tidy/arrange library tables and chairs
- Clean and organize equipment (laptops, headphones, power cords, etc.)
- Assist with decorations or displays in the LRC and/or hallway
- Assist with set-up and take-down of library events (book fairs, guest speakers, special presentations, author visits, etc.)
- Assist with any other need

1) Student Signature:

I have read the above application and understand the job of a Student Library Helper at Timber Ridge Middle School. I am eager to be a helpful SLH!

Student Name: _____

Student Signature: _____ Grade: _____

Study Hall Period: _____ Study Hall Teacher: _____

2) Parent Signature:

I give permission for my student, _____, to apply to be a Student Library Helper. I understand that on the day my student is a Student Library Helper will result in less time in study hall.

Parent Name: _____

Parent Signature: _____

Parent email address: _____

3) Teacher Recommendation:

I recommend this student to be a Student Library Helper. I feel the student would be an effective SLH because

Teacher Name: _____

Teacher Signature: _____

(Teacher will return to the LRC once the application is complete)