Maximizing the Role of the Student Worker
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Before 2018-2019
What are your biggest issues/problems with training student workers?
Student Worker Manager

- Oversee orientation, training, and evaluation
- Scheduling
- Developing and overseeing projects
Building Online Training

- Intermediate Lib Service Help
- MOBIUS Accessing
- Journals
- MOBIUS User
- ILL Request
- Core Index
- Hot Reads
- LC Shelving
- Basic Ref Help
- Lib Staff
- iPad printing
- ILL - Free Search
- ILL - Copyright
- Customer Service
- Front Desk
- Expectations
- Basic Lib. Service
- Answering phone
- Sierra
- Print cards
You're Hired! Now What?

Welcome to the Maryville University Library! In this guide you will find expectations of a student assistant in the library and general library training resources to make your time here at a library a success. Start with module 1 tab and make your way through the different sessions. In this training module, you can find information on University Library Services such as printing; borrowing, requesting, and renewing; interlibrary loan; accessibility; library forms; and more. After each session there will be a brief quiz.

Remember, we welcome questions. So if you have any, at any time, let us know!
Year Long Training
Identifying Issues

- Adding Content
- Updating Videos
- Hands-on Components
Student Worker Daily Task Form

Student Worker Tasks

Name:

Hours worked:

Check all tasks you have completed during your shift.

☐ Clock In & Out
☐ Pull & Process MOBIUS Books - Opening shift
☐ Clorox Wipe Computer Stations & Laptops Keyboards & Mice In Library - Sunday Opening Shift
☐ Lens wipe the Printer Displays - Monday, Wednesday, Friday Opening Shift
☐ Dust Hot Reads shelves - Wednesday Opening Shift
☐ Process Incoming MOBIUS - 10:30 am
☐ Process ILL
☐ Head counts - 8 AM, 10 AM, 12 PM, 3 PM, 5 PM, 8 PM, 10 PM, and 11 PM
☐ Check Displays - Restock as Needed
☐ Check Printers - Restock as Needed
Looking Forward

- Update Content
- Add Content
- More Coaching Sessions
- Internal Newsletters
- Video Tip of the Week
- ILL Lead Position
How This Might Help You

- Invest the Time
- Trust Your Students
- Frees up Staff Time
- Student Scheduling
- Student First Contact
- Retention
Questions?

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