SS Care and Handling of Library Materials

Learning Objectives for Student Employees

By the conclusion of this training activity, student assistants will be able to:

1. Handle library materials according to established preservation practices

Learning Activities

1. Read/engage with the wiki page and included links
2. Discuss information with a supervisor

Assessments

1. Demonstrate for a supervisor the proper ways to take books on and off shelves
2. Articulate the importance of preservation practices

Training Instructions for Supervisors

Get Setup

1. Review the training guide learning objectives (above) to familiarize yourself with the goals of this module. This should take 5-15 minutes.
2. Set up the student assistants:
   a. Open the wiki page on available computers
      i. The computer next to the supervision desk
      ii. The computer by the preshelving wall
      iii. A laptop/desktop behind/near the circulation desk (only if necessary)
   b. Print the wiki page for yourself, and have the student assistants read/engage with the wiki page using the computers.
      (Some wiki pages include links to audio-visual resources, so student assistants may need head phones.)
   c. While available to answer any questions at the supervision desk, read the printed wiki information as the student assistants progress through the wiki page on the computers. This will ensure that you are providing the student assistants with the most up-to-date information during the next steps of training.

Discuss

Host a group discussion with all training participants. This should take 5-20 minutes depending on the number of student assistants you are training.

Including student assistants who have already completed training (when available) can help to spark discussion and reinforce content for more experienced student assistants.

1. Ask: Any Questions?
2. Listen and verify understanding of information the student assistants just read on the wiki.
   a. Point out correct information.
   b. Fill in gaps.
   c. Share personal experiences and insights relating to the content.
   d. Ask the student assistants content-specific questions:
      i. What are some indicators of infestation?
      ii. Why are preservation practices important?

Next Steps

1. Show the student where the “Damaged” shelf is.
2. Ask the student to demonstrate how to:
   a. open new books
   b. properly place books on shelves
   c. properly retrieve books from shelves.