

CANYON HIGH SCHOOL
Fall Semester 2018

Teacher: Mrs. Lori Hermelin

Email: lhermelin@hartdistrict.org

Website: <http://www.canyonhighlibrary.com>



Library Science

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Introduction

Dear Students and Parents:

A library exists to provide information and various information services. In a high school the library supports classes and provides books and technology information that extend learning. It is also a source of reading enjoyment and a place for discovery and acquisition of knowledge. Those who work in the library serve the school by helping students and teachers connect with the information they need. As a service-oriented job, Library Science students are given the opportunity to fulfill this service within the school.

Course Description

Students will learn how a library system operates while assisting students and teachers. You will learn about the technology used in the library and help the library staff maintain our



collection. You will have practical on-the-job experience that will introduce you to the career of Library and Information Management. Students will be able to use library materials and online databases to complete all projects. No additional textbooks will be necessary.

Library science students are expected to be on time every day, willing to help with any and all requests by the library staff, teachers, and other students.

Jobs

* **Daily:** Students are expected to complete the following tasks, in order every day without having to be asked to do so.

- Straighten up chairs and tables
- Put away books and materials left on tables
- Organize textbooks on the shelves
- Check in library books in the book drop
- Put library books on the shelves in the correct order (shelving)
- Straighten books on the shelves (edging)
- Log these activities daily (it should amount to about 15 minutes each day)
- Complete assigned projects on calendar due dates
- Ask library staff if they have anything they need done

* **Weekly Jobs:**

- Help keep library clean

* **Periodic Jobs:**

- Assist students and staff with library catalog
- Help with textbook check out and check in
- Make deliveries to office/classrooms

Activities

- Each Semester a list of assigned projects are completed for a grade by all Library Science students. See Fall/Spring Assignment Calendar on the Library Science page of the library’s website.

Expectations

Students completing the Library Science course will have met the following Library Standards:

<p>STANDARD 1</p> <p>1. Students access information:</p> <p>1.1. Recognize the need for information:</p> <p>1.2. Formulate appropriate questions:</p> <p>1.3. Identify and locate a variety of resources using multiple search strategies:</p> <p>1.4. Retrieve information in a timely and safe manner:</p> <p>STANDARD 2</p>	<p>STANDARD 3</p> <p>3. Students use information:</p> <p>3.1. Demonstrate ethical, legal, and safe use of information:</p> <p>3.2. Draw conclusions and make informed decisions:</p> <p>3.3. Use information and technology collaboratively and creatively to answer a question, solve a problem, or enrich understanding:</p>
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<p>2. Students evaluate information:</p> <p>2.1. Determine relevance of information:</p> <p>2.2. Assess comprehensiveness, currency, credibility, authority, and accuracy of resources:</p> <p>2.3. Consider the need for additional information:</p>	<p>STANDARD 4</p> <p>4. Students integrate information literacy skills into all areas of learning:</p> <p>4.1. Read widely for information, personal interest, and life-long learning:</p> <p>4.2. Seek and share information:</p> <p>4.3. Appreciate and respond to creative expressions of information:</p>
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Important Dates

- September 4, 2018: Back to School Night
- September 14, 2018: Quarter 1 Progress Report grades due
- October 19, 2018: Quarter 1 Report Card grades due
- November 16, 2018: Quarter 2 Progress Report grades due
- December 18-20, 2018: First Semester Finals
- December 20, 2018: Semester 1 Report Card grades due

Grading

- Infinite Campus/Google Classroom
 - All grades will be available for viewing through our online computer program, Infinite Campus. Checking IC regularly will help students keep track of any missing assignments and stay informed on their overall progress in this class.
 - Additionally students will be able to check their assignments, grades, and completed work through Google Classroom.
- Grading Policy (*should be consistent with your department*)
 - Students will be graded based on their mastery of the California Model School Library Standards. The degree of mastery will be determined by each student's ability to not only know the standard, but how they can apply it to the real world. All classwork is designed to help them learn these standards. Completing classwork is essential to academic success.
 - Students will complete assignments to address their learning about
 - Library systems,
 - Marketing,
 - Research,
 - Collection Development



- Grading Scale

A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	59-0%

- Homework Policy

- Students should be able to complete all work during class with the exception of reading for the purpose of writing book reviews. There are 2 book reviews each semester. Book choice is up to you.
- I would also like to be kept updated on any major changes that go on at home that might affect your child's performance or behavior in the classroom. We can work together to solve any problem.

- Late-work Policy

- All late work will be accepted until the Monday prior to the end of the grading period. Alternate assignments may be given for special circumstances. I am always available for help during class.
- Every effort should be made to turn work in on time. However, I will accept late work as long as the assignments is still in the unit we are covering and/or before any final assessments are given on that topic. Students with special circumstances are encouraged to speak with me so that I can help you succeed.

Behavior Expectations

- **Be responsible:** Attend daily; take care of the facility.
- **Respect others:** Maintain patron privacy; limit cell phone use.
- **Be reliable:** Work on class projects, work in the shelves, or find an activity to complete.
- **Cell Phone Policy:**



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- [Notice of Student and Parent Rights, Regulations & Responsibilities](#) – (Ed Code 48901.5 and BP 5142.4)
 - 1st – warning
 - 2nd – phone removed from student (kept in secure classroom location or sent to SCR- teacher to contact parent).
 - 3rd – phone removed from student (Sent to SRC, parent contact by AP, parent to pick up phone, student assigned SOC)
 - 4th – phone to be left at home or with administration daily
 - Academic Integrity
 - There is a zero tolerance policy for any cheating or academic dishonesty. All work turned in must reflect a student’s best effort, and be their own thoughts and ideas. Any academic dishonesty will result in a parent/teacher conference and referral to the Assistant Principal. Students will still be required to complete the assignment; at the teacher’s discretion an alternative assignment will be provided. Bottom line: I want to see your work, not someone else’s! If you feel the need to turn in the work of another, please come speak with me -- I will help you!

Communication

- By accessing the library’s website, you can get up-to-date information on grades through Infinite Campus. If your child does not have any paper in their backpack, it does not necessarily mean they have no assignments to work on! By checking on your student’s progress frequently, we can make sure they stay on the right track together. Please don’t hesitate to communicate with me with any concerns or questions you may have.
- If you would like me to add you to “Google Classroom” (a program that allows me to send you class announcements, notifications, and reminders), then please indicate that in an email to me: lhermelin@hartdistrict.org . Looking forward to a wonderful year of learning together!

All the best,

Lori Hermelin



Student Information

Please share any pertinent information with me regarding your student so that I can best meet their needs in the classroom:

Access to Technology

Does your student have access to a computer/laptop at home? YES NO

Does your student have internet access in the home? YES NO

Course Syllabus Agreement

Student Name: _____

Parent/Guardian Name: _____

Preferred mode of communication:

Phone number: _____

E-mail address: _____

My signature below indicates that I have read and understand the requirements, coursework, policies and expectations for this class as explained in this course outline.

Class Period: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

****Please sign, date and return by Friday, August 24, 2018****