

# High School Library Course Syllabus

## Course information

High School Library

## Course pre-requisites and/or grade level or other restrictions

The high school library may be scheduled and reserved by teachers for entire class periods to do research using books and or computers. A calendar is available in the library to schedule classes. Teachers may restrict use of the library to their students only during that time. Individual students may visit the library anytime during school hours with a written pass from a teacher or other staff to check out books and or use computers. The library computers are for academic use only. Appropriate behavior is required and students will be asked to leave and return to their classroom if they are disruptive or off task.

## Teacher contact information

Susan Domingo, High School Librarian

726-3216 x2305

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high school

7:30AM – 4:15PM

## Course description/student learning objectives

Essential duties and responsibilities of the high school librarian:

- Evaluate, select, order and process library materials
- Assist students and teachers in the selection of books, media and online databases.
- Serve as a resource person in planning units, assignments and activities related to the library/media center
- Team with teachers in teaching technology skills, research skills and library skills
- Teach students skills used to apply to a variety of technologies (including Internet research, periodical databases and presentation software)
- Understand the curriculum and participate in curriculum meetings
- Prepare and administer the library budget
- Teach and maintain appropriate standards of student behavior to provide a productive learning environment in the library