University of Wisconsin—Eau Claire
LMED 461/462 Library Media Field Experience
Suggested Field Placement Student Activities

Orientation:
1. Tour of the building
2. Introduction to school staff: aides, custodians, principals, media staff, teachers
3. School handbooks
4. Media specialist handbook
5. Media center procedures, policies and guidelines
6. Lab guidelines and procedures
7. District Internet policy
8. Procedures in the media center
9. Printing guidelines
10. Scheduling procedures for teacher use of center and lab
11. District media and technology webpage
12. School webpage

Conference with the field placement student:
1. Major responsibilities
2. Timelines/schedule of placement hours
3. Expectations of field placement student and media specialist
4. Review of field placement student's objectives
5. Review of University forms
6. Daily schedule in media center

Collection management/selection of media
1. Read review sources
2. Review collection
3. Use electronic resources (Follett or Baker & Taylor, etc.) to place order
4. Weed a section of media center
    a. Read/review weeding criteria CREW Guidelines (**C**ontinuous **R**eview, **E**valuation and **W**eeding)
    b. Apply criteria to books
    c. Write rationale as to why book should be withdrawn
    d. Withdraw copy from the media center
5. Review periodical order
    a. Criteria for selection
    b. Classroom vs. media center (for secondary)
6. Submit request for preview of non-print material
    a. Preview non-print material
    b. Complete non-print evaluation form
    c. Submit PO requisition or return material
7. Inventory procedures

Cataloging
1. Searching for records
2. Modifying records
3. Adding to holdings
4. Printing labels, etc.
5. Barcodes

Processing of new material
1. Magazines
2. Books
3. Nonprint

<u>Circulation of material</u>
1. Basic operation of library automation system
2. Circulation policies and procedures
3. Interlibrary loan
4. Overdue procedures
5. Privacy policy

<u>Equipment/Technology</u>
1. Schedule and circulate equipment
2. Review "how to use" equipment in the building
3. Troubleshooting equipment problems
4. Knowledge of district software, e.g. Microsoft Office
5. Activate email account
6. Equipment repair procedures

<u>Teaching</u>
1. District/school/media specialist philosophy of technology integration
2. Teaching units and media/information skills curriculum (varies by level)
3. Collaboration with teachers
4. Developing lesson plans
5. ITLS Standards integrated in lesson plans
6. Technology/ information skills, individual or small group
7. Online resources
8. Developing/revising Webpages
9. Media center orientation (varies according to time of year)
10. Reading guidance
11. Literature selection & promotion: book talks, storytelling, story reading

<u>Teacher/Classroom Support</u>
1. Pull collections
2. Bibliographies
3. Collaborative planning with staff
4. Assist staff with print and online resources
5. Professional development offerings

<u>Production</u>
1. Computer generated material
2. Web page development/updating
3. Posting student work on web page
4. Scanners, digital camera, video production, etc.

<u>Administrative Procedures and Supervision</u>
1. Budget procedures
    a. WISSA code categories, Common school fund criteria
    b. Budget schedule and deadlines
    c. Discuss various budgets: supply, print, non-print, reference, online, magazines, equipment
2. Supervision of aides
    a. Job descriptions, duties & schedule

Public relations/promotion: staff, students, parents, community
1. Develop promotional activities
2. Student staff/volunteer supervision
3. Parent volunteers
4. Expectations of students in media center

<u>Other Competencies and Professional Expectations</u>
1. Personal Skills

       a. Professional demeanor and attitude
       b. Professional appearance
       c. Ability to multi-task
       d. Organized, flexible, reliable

2. Professional interaction with administrators, students & staff
       a. Appropriate verbal & written communication skills
3. Commitment to education & goals of library/media profession

<u>Professional Activities</u>

1. WEMTA
2. Professional journals and books
3. Networking
4. Listserves, e.g. WEMTA, LMNet, professional blogs
5. CCBC

<u>School or District Committees</u>

1. Technology Committee
2. Staff Development Committee
3. Curriculum Committee
4. Special (Ad hoc Committee)

<u>Special Projects</u>

1. Book fairs
2. In-services
3. District book preview