

# Interoffice Communication

DATE: April 17, 2025  
TO: Elementary Principals  
FROM: Carolyn Gough, Administrator, Teaching & Learning  
Norman Emerson, Instructional Support Services Consultant  
SUBJECT: Elementary Media Assistants Guidelines

As part of our ongoing effort to enhance library services and support the District's goals, guidelines for the work of elementary library assistants are provided below. They are designed to ensure a consistent and effective library experience for all students and staff across our district.

The primary responsibility of elementary school media assistants is administering the school library. The entire 17-hour weekly allocation is typically needed for this. As a result, additional duties outside the library should generally not be assigned.

Please adhere to the following guidelines:

- Please consult with the library media assistants as you plan the master schedule and assign class library times for the school year.
- The schedule should include adequate time for assistants to prepare for classes of varying grade levels and complete tasks such as shelving books.
- An open checkout time for students to independently come into the library to exchange books should be provided.
- To ensure adequate supervision, please avoid combining classes for assigned library times.
- Library assistants should be provided three overlapping hours each week to collaboratively plan and work on book promotions, displays, curriculum scheduling, lessons, and district projects.
- Assistants should be given at least one week at the beginning of the school year to prepare the library for class visits. Two weeks are needed for shelving, cleaning, inventories, and record maintenance to prepare the library for closure at the end of the school year.

If assistants work beyond 17 hours per week, the additional time must be pre-approved by the principal and funded using school-based budgets.

Assistants scheduled to work over five hours in a single day are entitled to a 30-minute duty-free lunch break, which is not counted as part of the 17-hour paid schedule.

Four training meetings are held each year. Please work with your school's assistants to make arrangements so both can attend each two-hour meeting.

Please contact Norman Emerson at 801-567-8364 if you have any questions about these guidelines.