The following school library media center activities are suggested as experiences and areas to be observed by the student. Student involvement is encouraged wherever practicable during the fieldwork assignment. (Not every item will be covered in each fieldwork due to such things as time of year, grade levels of school, facilities and equipment available.)

I. Management and Administration

- a. Be introduced to library media center policies.
- b. Discuss any reports made, statistics collected, i.e., circulation, acquisitions, inventory, program and services.
- c. Observe and be involved in the evaluation and selection of books and materials for the library.
- d. Examine the budget procedures, with emphasis on those related to Common School Funds.
- e. Discuss the importance and the method of scheduling the library’s facilities and conferences with teachers to extend library services.
- f. See examples of support for the library media center by the administration and the role of the library media specialists in securing that support.
- g. Understand the circulation process (manual or automated) procedures for reserve materials and books to classrooms, online catalog.
- h. Assist in the work of the daily operation of the library.
- i. Discuss behavior and disciplinary procedures in the library media center.

II. Services to Students and Faculty

- a. Provide reference assistance to individuals and groups.
- b. Consult with teachers on teaching subject units in the library and in preparing bibliographies of appropriate materials for subject units.
- c. Attend faculty and committee meetings, where possible.
- d. Teach the use of the library to individuals or to groups, formally or informally.
- e. Present book talks to classes in the library or in the classroom.
- f. Read aloud to groups or make some storytelling presentations.
g. Assist teachers in selecting and locating materials appropriate for curriculum or professional needs.

h. Assist students in selecting and locating materials appropriate for study, for extra-curricular activities or personal reading enjoyment.

i. Create a bulletin board, develop a newsletter or other promotional item.

III. Acquisitions and Technical Services

b. Assist with cataloging of materials in various formats.
c. Check in new materials and follow through all procedures in preparing new books, AV, computer software, and other materials for display and subsequent circulation or us.
d. Discuss selection of electronic resources.
e. Discuss selection of periodicals and the use of these resources by students and faculty.

IV. Media Technology

a. Assist in the selection of appropriate AV material, software and computer resources to accompany class or individual units of study.
b. Demonstrate competency in the use of the media equipment, computer programs, on-line databases and other technology and resources available in the school library media center.
c. Assist with equipment instruction for individuals and groups.
d. Utilize computer technology appropriate for school library media center operations and programs.