<p style="text-align:center">**Library Science Course Contract**
2018-19</p>

Course Description: Students of library science learn the information skills to succeed in high school and college and to pursue careers as information consultants. The class covers the wide range of information literacy skills: developing, storing, finding, organizing, and using information -- whether it's written in a book, posted on a website, recorded or captured as digital media. This class provides an academic challenge as well as working with and tutoring students, shelving, exploring, and marketing books in our collection, and utilizing technology. This course is for 11th and 12th graders, meets the district computer literacy requirement, and lasts a full school year. Fulfills the G-Elective for A-G requirements.

Class Objectives:
As a Library Science Student, you will:
- Accurately file, record, or shelve alphabetically or numerically in a reasonable amount of time.
- Assist student patrons and work as a part of the library staff in a friendly, courteous, business-like way.
- Listen and interpret customer requests in order to help student and staff patrons.
- Tutor students when necessary .
- Discuss books with patrons.
- Use problem-solving skills for working the circulation counter and with classes being taught in the library.
- Develop an understanding of the Dewey Decimal System and how the materials in the OHS Library are arranged.
- Use the computer as a research tool, assisting student patrons in network services, and learn software programs used in library/office management.
- Maintain 20-24 shelves in a clean and orderly fashion so that patrons can find materials.
- Learn about catalog records and subject headings as well as note-taking and citations.
- Design display cases and promote the library and literacy.
- Participate in the end of the year inventory.
- Create an ePortfolio and participate and publish using various online, collaborative tools.

Computer Literacy Requirements: In order to earn your credits for the class, you must demonstrate your ability to assignments using the following programs: Word, Excel, PowerPoint, and some minor web design. We will mostly use the Google Suite as provided by your Google account provided by the District. You will also familiarize yourself with Office 365.

Grading Policy: Since this is a college-prep elective, you will be held to a college prep standard of writing and work ethic. Plagiarism and cheating will not be tolerated in this course (see OHS Plagiarism Policy). Rubrics and/or grading checklists will be provided for you when necessary.

Any assignment turned in after the due date will be worth HALF credit, since you will have ample amount of class time complete assignments AND since most of the assignments can be done online, at your own pace. If for some reason you will not be able to complete an assignment on time, it is YOUR RESPONSIBILITY to communicate that to me.

Grading Scale:
90-100% = A
89 - 80% = B
79 - 70% = C
69 - 60% = D
59 – 00% = F

Your grade will be determined by:
- Attendance, punctuality and attitude: This class is like others, so you need to arrive on time every day and take initiative, completing assignments accurately and asking for assistance if you have doubts.
- Shelving and sorting books
- Classwork/homework—achievement and accuracy
- Reading: You are a library science student that means you should be reading. This will allow you to maintain conversations with students and staff about what the library has to offer.
- Responsibility—If you owe books to the library or textbook, your grade will be deemed "incomplete" until you clear your name. You must be an example for others.
- ePortfolio
- Semester finals

CONTRACT: Please return this contract, signed, to me by: _____. You will keep the contract in your binder.

For Students:

I,_____, understand the requirements and expectations of the Library Science class.
    (Print Name)
I agree to commit to learning, working hard, and following the terms of the contract.

Signature: _____   Date: _____

For Parents:
I have read and understand the requirements and expectations of my son/daughter for Library Science. I agree to help my child by being supportive, by asking about homework and class assignments, and checking Synergy for my student's progress.

Parent's Name: _____
                            (Please Print)

Student's Name_____
                            (Please Print)

Parent Signature: _____

Parent Email:_____

Home, Work, and Cell Phone:
(H)_____   (W)_____   (C)_____

Best Time to Call:_____