

UNIFIED SCHOOL DISTRICT  
Middle School Course Outline

**Course Title:** Library Service (One Semester)  
**Grade Level:** 7, 8  
**Prerequisites:** Approval of the counselor and the librarian; good attendance

**Course Description:**

Students in Library Service will assist the librarian in all phases of library science required to maintain the school library. The activities will include processing books, assisting students to use the card catalog, and assisting students in doing research.

**Student Performance**

**Objectives for this**

**Course:**

Students will

1. demonstrate proficiency in the general procedures of library operation.
2. using available computer software and other filing/storage systems and techniques,
  - a. process books that are checked out and returned.
  - b. assist the librarian in the maintenance of student books/records.
  - c. show proficiency in locating reference material in doing research.
3. demonstrate cooperation and courtesy in dealings with teachers and students.