

# SELECTION PROCESS FOR NUNDAH STATE SCHOOL LIBRARY MONITORS



## \* STUDENT REPRESENTATION

Each class of the upper school (years 4-6) elects one student as a representative on behalf of the class. It is intended that the student provide assistance to the library staff to help shelve books and work with younger students to help them find books to borrow or search the library catalogue. This may involve helping with visual displays or organising books on the shelves.

## \* CRITERIA FOR LIBRARY MONITORS

- Keen interest in books and a willingness to shelve
- Punctual to meetings with high attendance
- Enthusiasm for reading and helping others to find book they are interested in
- Consistently high standard of behaviour
- Ability to lead peers
- Diligence in classroom learning

## \* PROCESS

It is expected that teachers conduct an age appropriate process for the election of the class Library Monitors. This may involve some or all of the following steps:

- a system whereby eligible students are nominated or nominate themselves
- a shortlist made of those nominated students (if necessary)
- an opportunity for candidates to speak to the class about why they believe they would be suitable
- a secret ballot/ vote
- a class announcement of the successful candidate

Once the class has elected a Library Monitor, the class teacher is responsible for informing the teachers overseeing the Library Monitors (2016 – Alex Moran/Mel Wildey).

These teachers are then responsible for providing a complete list of Library Monitors to the office.

Finally, a public announcement and badge presentation will be conducted on assembly. Arrangements for this event will be the responsibility of the leadership team, in consultation with involved parties.