**PLEASE KEEP FOR FUTURE REFERENCE**

**COLBY COLLEGE LIBRARIES STUDENT EMPLOYMENT AGREEMENT**

 **Welcome to the Colby College Libraries.** All library work performed by students is important to the academic function of the institution. The library values its student employees and ideally looks to establish long-term working relationships with them.

The following paragraphs outline some general areas of employee / employer responsibilities. Please read and discuss any questions you may have with your supervisor before signing.

**I. Hiring and Payroll**

 Supervisors within each library department are responsible for the selection of student workers for their department. Supervisors are responsible for maintaining up-to-date job descriptions at Student Financial Services and for other paperwork associated with the hiring process. Students are hired for one semester at a time except for occasional short-term special projects. Students are usually rehired in January and for the spring semester if their performance has been satisfactory. Students should discuss their future work plans with their supervisor near the end of each semester. The Library is under no obligation to offer re-employment. Students are expected to work through the last day of finals week.

Pay sheets and procedures are explained during training. The Colby Student Handbook states that student workers who falsify hours worked, will lose the right to work on campus for the remainder of the academic year or possibly longer. The employer may choose to refer the matter to the Dean of Students.

**II. Supervision and Training**

 It is the responsibility of each supervisor to hire, schedule, and train his or her student workers. Supervisors will provide training and assistance as students learn their jobs, and will evaluate the quality and quantity of the student's work. Some departments have student supervisors who assist in the training and scheduling functions. Staff supervisors will define the limits of responsibility given to student supervisors, who must stay within these limits.

 Students are encouraged to ask questions of their supervisors. The supervisor will identify other employees in the department who can assist students in his or her absence. Supervisors will also identify a specific method for communication of problems, questions, and ideas between themselves and the students who work when the supervisors are not available.

**III. Job Performance**

  **Dependability** is a primary requisite for student workers. Students who work in areas providing direct service to the public must arrive promptly at the scheduled times or arrange for a qualified substitute. Names and contact information of qualified substitutes will be listed and available in the department. Changes in scheduled hours must be cleared in advance with the supervisor of the area.

If a shift is missed without arranging for a substitute or notifying the supervisor, a written warning will be sent to the student. A second un-substituted absence will be grounds for dismissal.

 **Accuracy** is essential in all library jobs. The immediate consequence of errors, whether it is misfiled books, incorrect checkouts and checkins, or errors in computer records, is the inability of students and faculty to identify and locate Colby’s library resources.

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**IV. Confidentiality and Security**

 **Information about patrons and the library materials they use is confidential.** It is against Maine State law (MRSA 27§121) to reveal information about who has read library materials. Staff may place recalls or holds through the circulation system, but may not tell the requesting patron who has the item. This extends to material placed on reserve.

  **Information from patron records about overdues, bills, and fines is confidential** and may be discussed only with that patron. **Information about library budgets and expenditures** is also confidential. Refer any persistent requests to the supervisor of the area or a library administrator.

 Security of computer programs and records is an essential concern of the library administration. Student workers are passworded for specific functions necessary to the performance of their jobs. Passworded functions are to be performed only on library computers during the student’s work shift.

 Using a password to give access to the computer to anyone other than a library employee, using a password to falsify or destroy library records, or accessing programs for which you are not passworded will be grounds for immediate dismissal. Any such infractions are reported to the Dean of Students.

 Students are not authorized to make exceptions in library rules or policies. Refer any such requests to a supervisor or other appropriate staff member.

 Student workers, unless authorized, may not be in the library when the library is closed and unsupervised by staff.

 Emergency Procedures: student workers who are employed when staff is not present must be trained in emergency procedures in case of fire or accident. Supervisors will make certain that verbal instructions as well as written instructions are readily available in each department.

V. Personal Conduct

 Student workers at the Colby Libraries are expected to be courteous and efficient at all times. Personal appearance and conduct during working hours should be businesslike. Personal conversations should be quiet and kept to a minimum. Beverages must be in a spill-proof container. No non-library personnel are to be allowed behind the Circulation and Reserve Desks or in other office areas. Student employees are to abide by all library policies whether on or off duty.

VI. Termination of Employment

 Students who leave their jobs before the end of a semester are expected to give a minimum of one week’s notice.

 Supervisors may dismiss an employee if a problem recurs after one written warning and an attempt is made to resolve the problem with the student in person. Warnings are for below-average quality or quantity of work, chronic absence or lateness, or breaches in confidentiality and security as described above.

 Arriving for work under the influence of drugs or alcohol is grounds for termination.

 Rev. 8/08

Return signed portion below to Supervisor

Colby College Libraries Student Employment Agreement

I HAVE READ AND AGREE TO THE TERMS OF EMPLOYMENT IN THE

COLBY COLLEGE LIBRARIES EMPLOYMENT AGREEMENT

NAME (please print):

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STUDENT ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE/ CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIBRARY DEPT: \_\_\_\_\_\_\_\_ ¬¬¬¬\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_