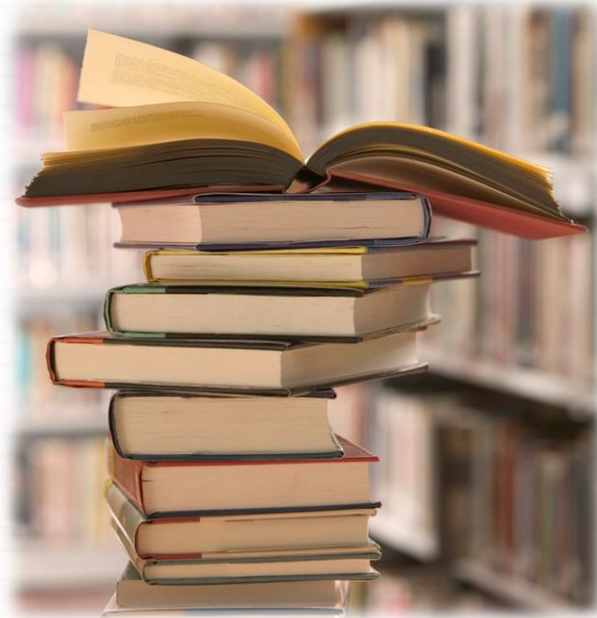


WKU Libraries

Student Assistant Orientation



**Congratulations on your
new position in WKU Libraries!**

WKU Libraries Mission Statement

The mission of WKU Libraries is to support the quest for knowledge, understanding, creativity, and innovation.

WKU Libraries is a dynamic partner in the transformation of WKU into the best comprehensive university in Kentucky and one of the best in the nation. We contribute significantly to the pursuit and application of knowledge. We realize this goal in several ways: as collaborators in the process of teaching, research, and service; through electronic information, reference, and instructional services; and through the acquisition, organization, management, preservation, and exhibition of collections. UL is committed to the advancement of critical thinking, quality research instruction, and intellectual diversity in order to graduate information literate, globally competitive and productive citizens.

Click [here](#) for the complete WKU Libraries Mission Statement



Organizational Overview



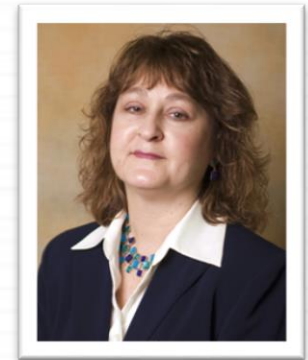
Susann deVries,
Dean of
WKU Libraries



Brian Coutts,
Head of Library
Public Services
(DLPS)



Jonathan Jeffrey,
Head of Library
Special Collections
(DLSC)



Deana Groves,
Head of Library
Technical Services
(DLTS)

For the organizational chart of WKU Libraries' Faculty and staff, click [here](#).

About the Departments

Department of Library Public Services (DLPS)

This department's primary goal is the collection, preservation and provision of access to information resources which support the instructional, research, and public service programs of the University. Chiefly, the department provides research instruction to University courses along with providing assistance on a one-on-one basis. Additionally, the department seeks to promote resource sharing at the state, regional, national and global levels by providing enhanced access to collections and serving as a gateway to local, national and international resources.

Department of Library Special Collections (DLSC)

This department acquires and preserves materials primarily related to Kentucky and Kentuckians, with the objective of making them available to researchers interested in the state, its people and their relationship to the world. Visit us to learn about the Civil War, World War II, Kentucky authors, Mammoth Cave, Western Kentucky University, genealogy, folklore, Kentucky Shakers, politics and much more.

About the Departments

Department of Library Technical Services (DLTS)

This department is composed of five areas: Acquisitions/Collections Services, Bibliographic Access, Continuing Resources, and the department head's office which oversees Student Personnel. DLTS is responsible for acquiring, organizing, and cataloging or providing access to books, serials, non-print items, and electronic formats; binding and preserving materials for extended use in the collection; and providing access to multiple resources that enhance and support research and lifelong learning through the online library catalog, Internet resources, print collections, and emerging forms of information acquisition and access.

For further information on all the departments in the Libraries, click [here](#).



Where Are We?

Helm-Cravens Library



Glasgow Campus



Kentucky Library



Elizabethtown/Fort Knox Campus



Educational Resources Center



Owensboro Campus



Figuring Out Helm-Cravens

Helm

Ground floor – Government Documents/Law Library;
Library Systems Office

1st Floor – Reference, Confucius Institute, and Java City

2nd Floor – Periodicals (journals, magazines, newspapers),
computer lab

Cravens

Ground floor – Storage

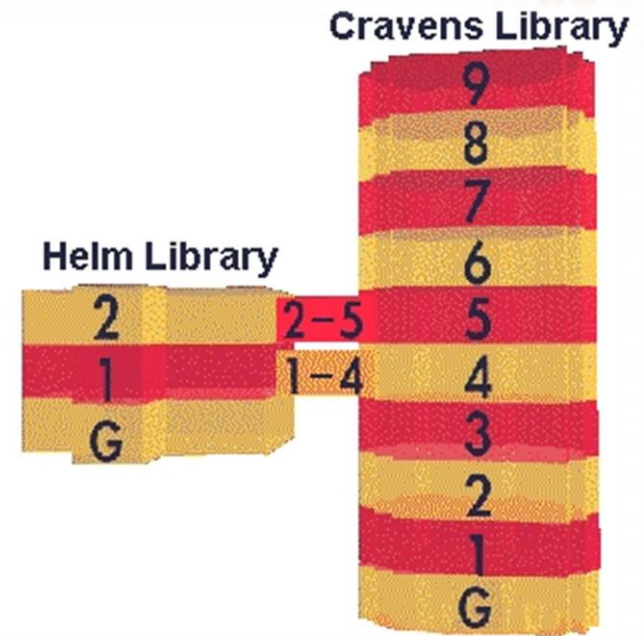
1st Floor – Dean's Office

2nd Floor – Visual and Performing Arts Library (VPAL) -
houses music and movies

3rd Floor – Department of Library Technical Services
(DLTS) – Acquisitions, Bibliographic Access,
Continuing Resources, Student Employment

4th Floor – Commons (*Circulation Desk, Research Desk,
Writing Center, Technology, computer lab*);
Main entrance to Cravens

5th-9th Floors – Stacks (*where books available to check out
are located*)



The breezeways take you from the fourth floor of Cravens to the first floor of Helm, and from the second floor of Helm to the fifth floor of Cravens.

Rights & Responsibilities

Rights

The WKU Student Employment Policies and Procedures handbook can be found [here](#).

- ❖ To be paid bi-weekly, providing you complete your web time entry (WTE) and paper timesheet by the date requested. We'll look at WTEs more in a future slide
- ❖ To be treated equally and fairly by your supervisors
- ❖ To be given an explanation if you are terminated
- ❖ To seek out assistance from the Library Personnel should a conflict arise with your supervisor



Responsibilities

- ❖ To report to work on time, and to notify your supervisor in advance if you are going to be tardy or absent
- ❖ To follow departmental rules concerning appropriate dress, use of computers and other supplies, etc.
- ❖ To provide good public service and be considerate and helpful
- ❖ To represent WKU Libraries in a professional manner
- ❖ To be reliable, learn how to work on your own, and develop a foundation for success beyond graduation

Training

- ❖ You will be trained in the specific aspects of your work by your supervisor. If at any time you need further assistance, please don't hesitate to ask.
- ❖ As a student assistant, you are a very important part of the library staff. Your work performance is vital to the successful operation of WKU Libraries.

REMEMBER!

Training is a cooperative effort

Nobody knows everything

Don't be afraid to ask questions

Be ready to help others

Anticipate needs for assistance



Dress Code

You are an adult, and we trust that you know what is and isn't appropriate dress in a work setting. If you aren't sure if something is okay to wear to work, it probably isn't acceptable.

The following are not permitted:

- Bare feet – for safety reasons; discretion should be used in choosing the type of shoes (sandals) that are worn if you are working in a area which may be considered dangerous
- Clothing printed with offensive language or imagery



Payroll

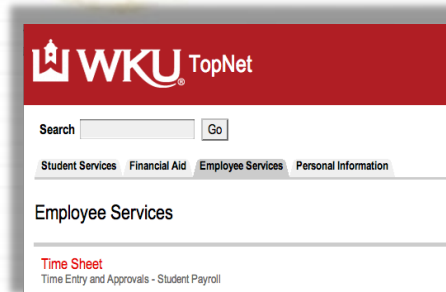
- ❖ At WKU, we use web time entry (WTE), accessible via TOPNET, to submit timesheets. You can find instructions on how to submit your WTE [here](#). You can also pick up a printed copy of instructions in Cravens 302.
- ❖ Student assistants are paid biweekly; there should be a schedule posted in your department that lists the pay periods for the school year.
- ❖ You will receive your paycheck through your WKU debit card.
- ❖ A paper timesheet must be turned into the student employment office (Cravens 302), as well as submitting your WTE on TOPNET. Paper timesheets can be found [here](#).

Paper timesheets must be signed and dated by both you and your supervisor, and include your name, WKU ID number, and department/unit.

Paper timesheets and web time entries are due in the Libraries' Student Personnel Office, Cravens 302, no later than 9 a.m. on the requested date as listed on the Student Payroll Schedule.

- ❖ Hours worked are rounded off to the nearest quarter.
For example, if you worked from 8:00-9:15, you would enter 1.25 hours worked on your timesheet.

Web time Entry on TOPNET



How to Submit a Web time Entry (WTE)

1. Login to TOPNET
2. Under the Employee Services tab, click on the Time Sheet option
3. Select the correct Pay Period (i.e. 09/10-09/23)
4. Enter and save the hours worked
5. Review the hours entered, making sure they match your paper timesheet
6. Submit for approval



Checks

Pay checks are automatically deposited.

To set up your paycheck online, follow these simple steps:

1. Log in at: WKUDebitCard.com
2. Click “Payroll”, and then “Payroll Preferences”
3. Choose your payroll option and click “Update Preference”



Breaks

For every four consecutive hours you work, you will receive a fifteen-minute paid break.

If you work over five consecutive hours, you **must** take a 30 minute unpaid break. This 30 minute break must be recorded on your timesheet.

Holidays

You will not be paid for days that the University is closed. Official holidays that result in the closing of campus also mean that WKU Libraries is closed.

Evaluations

Evaluations will be performed at the end of the spring semester and/or at the end of your employment. You will be evaluated on quality and quantity of work, reliability, attitude, cooperation, and initiative.

Copies of your evaluation will be kept on file in both Student Financial Aid and in the Libraries Student Personnel office.



Conferences/Terminations/Resignations

If a student employee's performance does not meet the requirements of the position, a procedure for counseling and warnings must be followed to protect both the student and the supervisor. A form has been developed to document counseling sessions and warnings. Both the student and supervisor should sign the form.

Initially, the immediate student supervisor holds a conference with the student employee. During this conference, the student is told exactly what changes in behavior and/or job performance are expected and a reasonable time is indicated during which the change(s) must be effected. Each such conference is to be documented on a Student Employee Counseling Form. A copy of this form is forwarded to the Student Personnel office to be placed in the student's file and to the department head or dean. The supervisor retains a copy, and a copy is given to the student.



Conferences/Terminations/Resignations

If the student does not effect the required change(s) within a reasonable amount of time, the supervisor may submit a request for termination of the student employee to his/her department head or Dean of WKU Libraries.

If the department head or dean agrees that the student employee should be terminated, termination forms will be prepared. The department head or dean will sign the termination. The supervisor will schedule a conference with the student and inform him/her that employment is terminated on a date approved by the department head or dean.

Conferences/Terminations/Resignations

If a situation develops which, in the opinion of the supervisor, requires immediate action without the process outline above, the supervisor may contact the department head or dean for permission to suspend the student employee. Such suspension requires the approval of the department head or dean.

If on-the-spot action is required because the student employee is disrupting library operations and services, the supervisor may invoke a three-day “cooling off” period. During this three-day period, the student will be suspended without pay, and the supervisor will have to opportunity to confer with the department head or dean to effect an appropriate solution.

In cases of termination of a student employee “for cause,” the appropriate forms are signed by the department head or dean. Copies of all documentation are forwarded to the Student Personnel office to be placed in the student’s file.



If a student employee decides to leave WKU Libraries of his/her own accord, we ask that he/she provides his/her supervisor with at least a two-week written notice of his/her departure.

Rules and Regulations

Student employees are an integral and valued part of the staffing pattern of WKU Libraries. Your adherence to your assigned schedule is essential for a successful operation.

- ❖ No-show/call – If you are unable to work your assigned schedule, or if you are going to be late, you must contact your supervisor. If your supervisor is not available, please notify another faculty/staff employee.
- ❖ You will be expected to work your scheduled hours. Any changes in your work schedule must be approved in advance by your supervisor. You are expected to arrive on time and stay for your entire assigned work schedule unless you have permission from your supervisor.
- ❖ Students will not usually be permitted to make up hours missed. Your supervisor will make that decision based on the circumstances and budget.

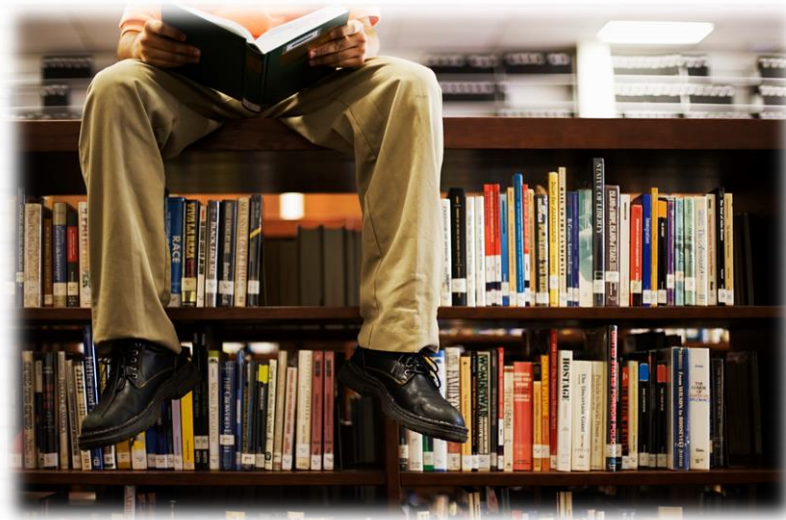


Rules and Regulations

Do not eat in your work area without permission from your supervisor. Spilled drinks could damage library materials, computers, and printers.

Phones should be answered professionally. Ask your supervisor about guidelines when answering the phone in your area.

Any visits or phone calls from friends are not appropriate during your work hours. Turn off cell phones and turn away visitors.



Future job recommendations often come from your library work experience.

WKU Libraries Student Assistant Scholarship



Provided by the Friends of WKU Libraries, the WKU Student Assistant Scholarship is a one-time \$500 award given to a student assistant for the following semester.

To be eligible for the scholarship, a student assistant must:

- have accumulated at least one semester of service in WKU Libraries
- be enrolled at WKU for the following semester and working somewhere within WKU Libraries
- have a minimum grade point average of 3.0, have properly filled out all sections of the application form and have it submitted by the deadline (November 1 and April 1)

For more information and an application, please stop by Cravens 302.

Privacy and Confidentiality



Did you know that the items a patron checks out and/or subjects they are researching is a serious matter and should not be revealed to others? Doing so may be cause for dismissal. Any other records and files which you see at work are confidential and should not be discussed unless there is a need to discuss it with your supervisor.

Safety and Security

Safety

Learn evacuation and emergency procedures for your area (see your supervisor).

Familiarize yourself with escape routes, emergency exits, and fire extinguishers in your area.

Do not walk alone on campus after dark. Call 745-2548 (WKU Police) or 745-5444 (Library security) for an escort.

Call Library security or your supervisor if you have questions, special needs, or would like additional information.



Security

Learn important phone numbers

Library security – 745-5444

WKU Police – 745-2548

Dial 911 in an emergency

Report:

Emergency situations

Criminal activity

Suspicious persons or activity

Vandalism to property or facilities

Maintenance problems (evening hours)

Take precautions:

Secure your valuables

Be aware of your surroundings

Report problems sooner rather than later

Trust your instincts. Ask questions!

Use the escort service.

WKU Policies

In accordance with Title IX, WKU does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, education programs and/or activities, or employment practices.

WKU prohibits sexual misconduct/assault in any educational programs and activities or employment situations. Click on the links provided to learn more about Title IX.

[Title IX](#)

[Title IX Policy and Grievance Procedure](#)

Management and supervisory personnel at all levels are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the WKU community, employees, and students are required to promptly report conduct that could be in violation of this policy.

[WKU Discrimination and Harassment Policy and Procedure](#)

[WKU Student Grievance Policy and Procedure](#)

The background features a collage of various library-related stamps and logos. On the left, there are several red and blue stamps, some with Chinese characters. In the center, there is a yellow circular logo with a book and a person. On the right, there are more red and blue stamps, including one with the word 'LIBRARY' and another with '2015'.

Thank you for viewing the New Library Student Assistant Orientation! We hope this information helps you in your new job and eases your transition into the library community and the world beyond graduation.

Please be sure that you and your supervisor sign the sheet verifying that you viewed and understood the orientation.

Questions?

Please contact Crystal Bowling, Library Student Personnel at (270)745-4141, or ask your supervisor.