

# ALBIN O. KUHN LIBRARY & GALLERY

## UNIVERSITY OF MARYLAND BALTIMORE COUNTY

### STUDENT LIBRARY ASSISTANT'S MANUAL



University of Maryland, Baltimore County is a great place to work



Rev. 3/3/2017  
Rev. 1/30/2017

Greetings,

Welcome to the Albin O. Kuhn Library & Gallery. We are delighted you will be working with the staff to provide high-quality information services for fellow students, faculty and staff at the University.

To achieve this quality, we need to work together as a team, according to the following guidelines.

*Patrick J. Dawson*

Patrick J. Dawson  
Director of the Library

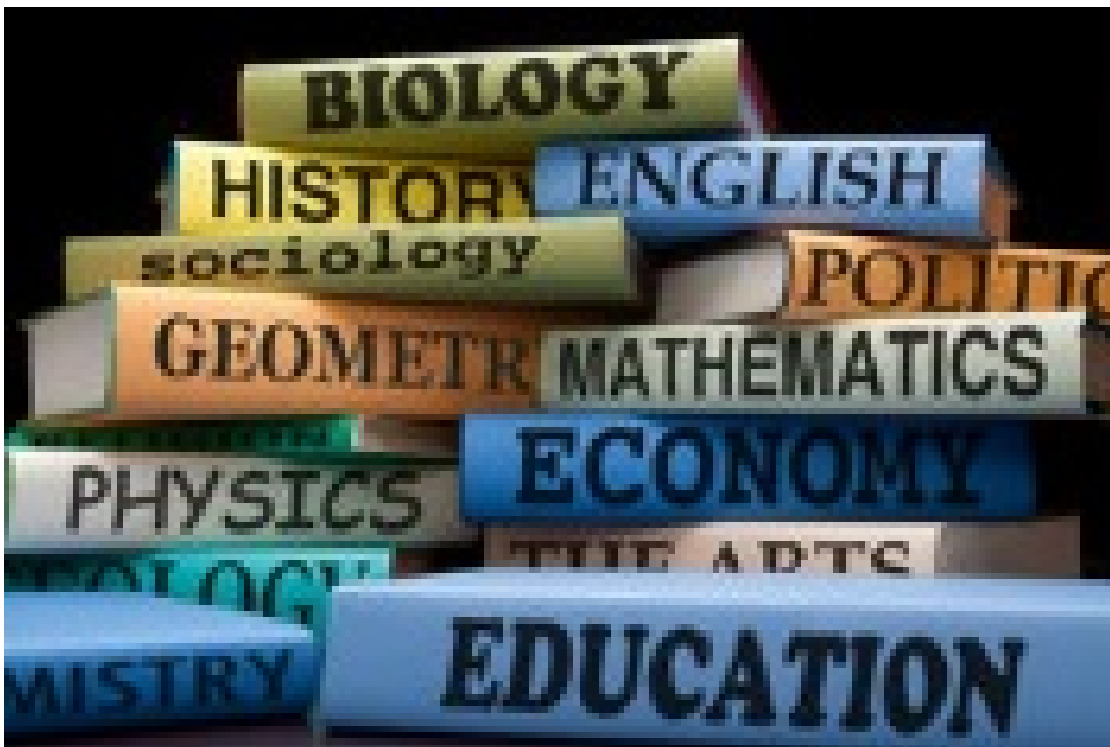
## **PREFACE:**

The Albin O. Kuhn Library & Gallery employs currently enrolled University of Maryland, Baltimore County students seeking part-time work.

The Library posts jobs online at the Library's website (<http://library.umbc.edu/employment/>) and on the Financial Aid Federal Work-Study (FWS) Jobs List (<http://financialaid.umbc.edu/types-of-aid/employment/fws/jobs/>). Students on FWS and not on FWS are welcome to apply for student positions in the Library & Gallery.

We strive to provide students with opportunities to gain valuable work experience; however, there are limited numbers for positions for students not funded by Federal Work Study.

University of Maryland, Baltimore County, Albin O. Kuhn Library & Gallery is committed to assisting as many students as possible by providing employment opportunities.



## **Enrollment Requirements**

Students hired to work at UMBC must be enrolled in a UMBC full or part-time undergraduate or graduate program. Online courses may be counted for student employment provided the student is enrolled in the course through UMBC.

## **INTERNATIONAL STUDENTS**

International students in F-1 immigration status are required by immigration law to be enrolled full-time during the regular semesters (fall and spring). Summer and Winter session enrollment is optional – and is not required for F-1 students to work on campus during those sessions.

Undergraduates who have been granted F-1 and J-1 student status are eligible to work on-campus if they are maintaining a minimum 12 credit hours per semester.

Graduates must be enrolled in a MINIMUM of 9 credit hours per semester

During Winter and Summer semesters, International Students are eligible to work full time 40 hrs. a week on campus provided that they have not graduated.

## **Your Work Schedule**

Your supervisor will establish a work schedule with you, ordinarily to work 10-13 hours per week. After that, it is your responsibility to honor your work schedule. This means you should:

- Come to work on time
- Call your supervisor immediately if you are sick or have an emergency, failure to call can lead to dismissal!
- Talk to your supervisor immediately or as soon as possible if you need to make any change to your work schedule.
- Before making up any hours, ask your supervisor whether that is possible. Your hours may have already been given to a student to fill the gap in coverage
- Give your supervisor advance notice if you have to resign

## Breaks

All breaks and lunch or dinner periods must be scheduled with your supervisor.

Your supervisor may allow a break of up to 15 minutes if you work three or more consecutive hours.

Nonetheless, the fifteen (15) minute breaks cannot be cumulated or combined for purpose of lunch, or to leave early, but may only be used for break time.

Breaks or lunch should not be taken in the work area, students are welcome to borrow the key to **the staff lounge (room 355--this area is for employees only)** or have a snack in the entry atrium/24-hour building lounge.

Breaks are for rest and are not meal periods. If you work for 6 or more consecutive hours, UMBC and AOK Library & Gallery guidelines require that you to take an unpaid meal period of at least 30 minutes. (This must be reflected on you timesheet after six hours of work.)

## WEATHER EMERGENCY:

### Listen to

WBAL 1090 AM or 98 FM

WBAL TV 11

WMAR TV 2

WJZ TV 13

Cell phone text or email from campus or call 410-455-6789

Or check the University homepage <http://www.umbc.edu/>



If the University cancels classes due to inclement weather but is still open for employees, please try to report to work.

- If the University is closed, do not report to work.
- We cannot pay you for any hours not worked, regardless of cause.

## Your Work

Your supervisor (and other staff) will show you what is expected and how to do it well:

- To work quickly.
- To work accurately.
- To follow procedures.
- To use equipment and supplies properly.
- To be polite and helpful when working with library users and co-workers
- To ask your supervisor immediately if you do not understand an assignment, or have other questions
- To report immediately any problems you see. Clear and present dangers (overflowing water, broken windows, etc.) should be reported to staff on duty at the Security Desk. Other, less threatening problems should be reported to your supervisor. If you feel at any time you are in danger, you should contact Campus Police and your supervisor.
- To keep all records of library use confidential (because it's the law!)
- To report any work you are not able to finish so that someone else can pick up where you left off
- To dress appropriately. The way you dress influences the way users see the Library, so we expect a clean and presentable appearance that will not offend users or disrupt the workplace. Shoes or sturdy sandals are mandatory for safety.
- To avoid personal phone calls or visits from friends that would obstruct or delay your work.



## “TIME IS MONEY”



It is the responsibility of student employees to complete and submit their timesheets accurately and on time. Your supervisor cannot approve a timesheet not completed on time and correct correctly?. If you have any questions about completing your timesheet, please check with your supervisor prior to the end of the pay period.

See Sample Below:

### Timesheet

**Employee:** John Doe **Status:** New  
**EmplID:** 0000000000 **Pay Dates:** 1/22/17 – 2/4/17  
**Department:** Library **Pay Period:** 2017-16  
**Position:** Student Library Asst. **Emp. Class:** Student, Hourly

Week 1 Summary of Hours and Leave								
Work Date	Day	Time in	Time out	Break Duration	Hours Worked	Optional Code	Leave Type	Leave Hours
01/23/2017	Monday	8:00AM	12:30PM	4.50				
01/25/2017	Wednesday	6:00PM	8:00PM	2.00				
01/27/2017	Friday	8:00AM	12:00PM	4.00				

**Hours Worked** 10.50      **Leave Hours** 0.00      **Total Hours** 10.50

Week 2 Summary of Hours and Leave								
Work Date	Day	Time in	Time out	Hours	Hours Worked	Optional Code	Leave Type	Leave Hours
01/30/2017	Monday	8:00AM	12:30AM	4.50				
02/03/2017	Friday	8:00AM	12:00PM	4.00				

**Hours Worked** 9.50      **Leave Hours** 0.00      **Total Hours** 9.50

[Expand All](#)      [Collapse All](#)  
[Employee Comments](#)  
[Approver Comments](#)  
[Return to the Time Sheet entry page](#)

## Paychecks

You will be paid in two-week intervals for hours worked and reported on your timesheet.

Students are encouraged to sign up for direct deposit. Please contact the Library Administrative Office for direct deposit information.

We submit your hours worked immediately after the two-week “pay period” is over. The State of Maryland Issues paychecks two weeks later on Friday.

Distribution of paychecks is handled in “The Technical Services Department” located on the (1st floor of the Library).

Checks are disbursed upon presentation of acceptable identification. Paychecks not picked up by the end of the day on the Monday after the payday will be mailed to the address shown on the check.

### Distribution Times:

Friday Payday                      1:00 to 4:00 PM  
Monday following Payday 10:30 AM to 4:00 PM

### Rate of pay:

Wages are based on state minimum wage:

Current Minimum Wage as of:	7/1/2016	\$8.75	
Next minimum wage increases:	Effective	7/1/2017	\$9.25
	Effective	7/1/2018	\$10.10

## Student Wage Adjustments and Raises

When the State of Maryland raises the minimum wage, Library Student Library Assistants wages will rise.

Students who work during summer months will see the change reflected on the pay period beginning in July. For those students who do not return until fall, the change will be reflected on their first pay period after returning to work. These changes will be implemented as soon as possible with the goal of getting them all done by the start of the Fall Semester.

## Federal Work Study

Students awarded Federal Work-Study funds are notified by e-mail beginning June 1<sup>st</sup>. They will receive details about how to locate a position using the FWS Jobs List. A list of positions for the 2016-2017 academic year will be available July 1st and updated through September as additional jobs become available. Contact information is provided



on each job listing so students can submit their application/resume directly to the department/job for which they are interested. Please note that students can only be employed in one FWS position at a time.

Student assistants holding Work-Study awards may only earn up to the maximum award amount established by UMBC's Financial Aid Office. Work after the semester or for payment in excess of your award may be limited by the terms of your aid package. You should consult your financial aid counselor and discuss your situation with your supervisor.

Students who have secured employment and completed all necessary payroll paperwork are eligible to begin work the first day of class each fall or spring term. Students with Federal Work- Study awards must secure employment by September 2017 or their award will be cancelled for non-response. Due to limited funding, cancelled awards cannot automatically be reinstated

**NOTE:**

***It is the responsibility of the student and the supervisor to keep track of the earnings, based upon your financial award.***

**EVALUATION**

See next page for the student employee evaluation form.

STUDENT ASSISTANT EVALUATION ALBIN O. KUHN LIBRARY & GALLERY, UMBC

STUDENT NAME:

STUDENT'S SUPERVISOR:

EMPLOYING UNIT:

EVALUATION PERIOD:

KEY: O = Outstanding A = Above Average S = Satisfactory N = Needs Improvement U = Unsatisfactory	O	A	S	N	U
Observes policies & procedures; follows verbal & written instructions, asking pertinent questions if matter is unclear					
Maintains work schedule, is punctual, calls promptly in case of illness or other emergency					
Signs in & completes timesheet properly					
Works efficiently without close supervision					
Comportment and attitude toward job					
Accepts constructive criticism					
Cooperatively serves library users & assists fellow employees					
Quantity of work produced					
Quality of work produced					
Takes good care of materials, supplies, and equipment					
Understands job					
Overall performance					

EVALUATION OF: \_\_\_\_\_  
Name

List skills or training which student has exhibited or received in this unit (e.g. word-processing, bibliographic searching, etc.), and describe any special projects assigned:

Assess potential to undertake duties of greater complexity and responsibility:

Provide examples of and comment upon any outstanding, above average, below average, and/or unsatisfactory performance:

Recommend whether the Library should continue to employ this Student Assistant.

\_\_\_ Yes, I recommend continuation/re-hire.

\_\_\_ No, I do not.

\_\_\_ Only under following conditions:

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
student's signature implies  
Neither agreement nor disagreement.

\* Once an evaluation is complete and the student's signature has been obtained, please indicate:

- Exceeds Standards
- Student Meets Standards
- Student Does Not Meet Standards

## IMPORTANT PHONE NUMBERS

Accounting and Receiving	-455-2350
Administrative Offices	- 455-2356
Acquisitions	- 455-3021
Technical Services	- 455-2344
Circulation Desk	- 455-2354
Collection Management/Interlibrary Loan	- 455-2341
Information Technology Services	- 455-3040
Gallery	-455-2270
Library Media	- 455-2332
Reference/Information Desk	- 455-2232 or 2346
Serials	- 455-2343
Special Collections	- 455-2353

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**Library Security Desk** **X52331**

**In Case of Emergency**  
**Call UMBC Campus Police** **X55555**

I:Libdocs/forms/students/student manual  
Updated: sjp 1/31/2017, 2/24/17; jt edits  
1/31/17