Houston Academy Library Student Helper Application

Thank you for your interest in the Houston Academy library. We are looking for exceptional students to make our library the best it can be. Complete this application and return it to Mr. Sveter. As many as three library helpers for each P.E block will be chosen based on this application and the recommendations of teachers.

Name__________________________________________

Date __________________________________________

Grade_______          Homeroom Teacher’s Name ___________________

1. Can you make a commitment to your job as a library helper? ___________
Library helpers will miss part of their PE time. Once you have taken the job, you will be expected to work in the library and follow the schedule you are given. Your job will last until the winter holiday break.

2. What days and time do you have PE? ______________________________

3. Are you an organized person? __________ Using a complete sentence, give an example of something that you have organized in your daily life.

4. Are you a responsible person? __________ Using a complete sentence, give an example of a daily responsibility that you handle without reminders.
5. Do you like to read?__________

6. What book are you currently reading?_____________________________________

7. Who is the author? _______________________________________________________

8. Is it a fiction or non-fiction book?__________________________________________

Once you are trained, Mr. Sveter will need to trust that you know your job and that you can do your job with little assistance. Your training is an important step in proving that you are ready for a student library helper job. These next questions are related to training.


11. Do you ask questions when you don’t understand instructions? __________
It is very important to ask questions when you do not understand what you are being asked to do.

After you have completed your application, Mr. Sveter will be contacting your teachers. If there is a particular Houston Academy teacher you would like Mr. Sveter to speak to about your character and work habits, write the name below.

___________________________________________________________

**Library Helpers:**

- organize shelving carts
- shelve books
- keep shelves neat
- organize magazines
- maintain book displays
- assist with library requests
- care for computers
- complete additional library jobs as needed
- assist other students in the library
- earn extra privileges

**Library Helpers are:**

- responsible
- intelligent
- diligent workers
- good listeners
Books of Fiction

Fiction books are arranged on the shelves alphabetically according to the first three letters of the author’s last name. Circle your letter choice.

1. Which of these sets of letters are arranged in alphabetical order?
   a. ACE CHE BLU ACA BUE CHO BLE COL BLO DAB
   b. ACA ACE BLE BLO BLU BUE CHE CHO COL DAB
   c. BLU ACA ACE CHE BLO DAB BUE CHO BLE COL

2. Which of these sets of letters are arranged in alphabetical order?
   a. REE SAR REA REC REG SAB REO RIE RID RIC
   b. REA REC RIE RIE REE REG REO RIC SAB SAR
   c. REA REC RIE RIC RID RIE SAB SAR

3. Which of these sets of letters are arranged in alphabetical order?
   a. ADE ALE CRE CUR DEB DER DEO FAL FOL GAR
   b. BEL BED BEI CAR CAL CID CIL DEG FRE MOL
   c. KIS KIT KON KUP LON LUT LUC MIN MOT MAR
   d. ARE AUC BOL BUL BUS RES RIG RII RIT STE

4. Which of these sets of letters are arranged in alphabetical order?
   a. DIB DIT EAG FUN FUS GAR GAS GAT GIL GON
   b. QUI RES ROS SIM SIL SIC TEA TEB TED WES
   c. SEA SEC SIL SIZ SEL SOI SUD SUL TUL TUM
   d. GID GEC HIJ HEO HIS HIT JAC JON JUL JUN

5. Which of these sets of letters are arranged in alphabetical order?
   a. FRE GAB GAD GEI GER GIR HAZ HAD IBB JAC
   b. BEL BED BEI CAR CAL CID CIL DEG FRE MOL
   c. BAD BAL BEK BIL COD CUR DEL ROB RUT SCL
   d. SEA SEC SIL SIZ SEL SOI SUD SUL TUL TUM

6. Which of these sets of letters are arranged in alphabetical order?
   a. HIG HIK JEN QUE STE STU WEN WIT YOL YOU
   b. BLU ACA ACE CHE BLO DAB BUE CHO BLE COL
   c. KIS KIT KON KUP LON LUT LUC MIN MOT MAR
   d. ASD BEA BEE BEC BEF FER KEH KAL JIN LOD

7. Which of these sets of letters are arranged in alphabetical order?
   a. BLA CRO BES ROC MUS WOR LOG KIG LAN OWN
   b. MUN MOK MUT NAM NUL NUS UWE VAN VIL WIN
   c. IAM TIR EDO FTY PIN GTH ESE LET TER SOK
   d. IST HIS TOD IFF ICU LTF ORY OUY ESN OHU
Nonfiction books

Nonfiction books are given call numbers. These books are put in order by number from least to greatest. Circle your letter choice.

8. Which of these numbers are arranged from least to greatest?

| a | 032 | 102 | 358 | 362 | 375 | 373 | 421 | 589 | 659 | 921 |
| b | 025 | 064 | 110 | 115 | 226 | 239 | 625 | 645 | 725 | 811 |
| c | 126 | 564 | 789 | 585 | 795 | 853 | 894 | 952 | 964 | 985 |
| d | 256 | 489 | 423 | 459 | 528 | 521 | 596 | 623 | 654 | 755 |

9. Which of these numbers are arranged from least to greatest?

| a | 524 | 534 | 539 | 625 | 648 | 715 | 719 | 808 | 818 | 945 |
| b | 426 | 436 | 452 | 439 | 527 | 569 | 587 | 629 | 658 | 765 |
| c | 256 | 326 | 359 | 346 | 368 | 459 | 487 | 499 | 527 | 561 |
| d | 564 | 598 | 624 | 635 | 629 | 685 | 659 | 648 | 713 | 715 |

10. Which of these numbers are arranged from least to greatest?

| a | 064 | 032 | 125 | 129 | 135 | 168 | 254 | 263 | 298 | 285 |
| b | 235 | 365 | 345 | 458 | 469 | 578 | 596 | 632 | 659 | 756 |
| c | 156 | 159 | 162 | 264 | 269 | 278 | 288 | 295 | 302 | 312 |
| d | 012 | 035 | 065 | 159 | 165 | 143 | 215 | 268 | 245 | 298 |

11. Which of these numbers are arranged from least to greatest?

| a | 356 | 346 | 398 | 456 | 489 | 589 | 659 | 623 | 648 | 679 |
| b | 235 | 268 | 678 | 689 | 695 | 754 | 732 | 714 | 752 | 762 |
| c | 235 | 265 | 248 | 298 | 325 | 369 | 345 | 359 | 368 | 399 |
| d | 536 | 539 | 548 | 599 | 645 | 687 | 689 | 753 | 762 | 841 |

Many times a call number includes a decimal point and more numbers. In these cases, you need to consider the place value of the numbers following the decimal point.

12. Which of these number sets is arranged from least to greatest?

| a | 345.6 | 026.5 | 156.9 | 135.09 | 158.2 | 158.23 | 159.3 | 162.5 |
| b | 231.02 | 231.2 | 233.6 | 235.6 | 235.9 | 245.07 | 247.6 | 249.5 |
| c | 365.2 | 365.8 | 366.5 | 366.7 | 412.9 | 412.6 | 422.9 | 422.6 |

13. Which of these number sets is arranged from least to greatest?

| a | 398.2 | 398.22 | 398.24 | 399.5 | 420.3 | 421.3 | 425.4 | 426.8 |
| b | 241.3 | 241.03 | 242.5 | 422.8 | 456.23 | 456.12 | 459.58 | 459.95 |
| c | 565.2 | 564.6 | 564.9 | 689.3 | 589.23 | 589.42 | 623.2 | 623.4 |