

MAGALE LIBRARY STUDENT WORKER TASK LIST

C = Circulation

R = Reference

Regular tasks for students assigned to 1st floor include:

- C Circulate books in & out
- C Shelve books in New Book section and videos as needed
- C Count patrons hourly
- C/R Review Library of Congress shelving tutorial at <http://www.library.kent.edu/page/13760>
- C/R Repair damaged books (must review process with library staff)
- C/R Dust shelves
- C/R Wipe counters and desks on main floor
- C/R Wipe tables and dry erase boards in computer labs
- C Get mail at 11am
- C Keep guest sign-in notebook updated
- C/R Photocopy/fold brochures/booklets
- R Update lab reservation signs
- R Update patron usage statistics
- R Sort Choice Review cards (eResources / Recommended print / Not recommended)
- R Process serials for shelving

Regular tasks for students assigned to 2nd floor include:

- C/R Dust shelves
- C Shelve books in Stacks as needed
- C/R Inventory assigned section in Stacks
- C/R Move bound periodicals on first row of shelves
- C/R Begin shifting Children's, As and Bs to first row of shelves and stamp "Inventory 2014" as shifting
- C/R Shelf read assigned book section

After inventory, stamping and shifting completed:

- C/R Process damaged books in attic for discard
- R Photograph artwork in basement storage