

Clerical Checklist

Circulation Desk

- _____ Sort books
- _____ Shelve books
- _____ Check out books
- _____ Check in books
- _____ Renew books
- _____ Place a reserve
- _____ Place a hold
- _____ Overdue and fine alerts
- _____ Check out magazines
- _____ Take phone messages
- _____ Transfer calls

Reference Desk

- _____ Retrieve printing
- _____ Make a photocopy
- _____ Retrieve an archived magazine
- _____ Archive a magazine
- _____ Shelve magazines