

Daily Points

Each day you will receive up to four points for your circulation desk work which includes:

- Pushing in chairs and picking up trash
- Checking books out to students
- Checking books in
- Shelving returned books
- Helping students and staff locate materials
- Answering questions
- Being helpful
- Being friendly
- Being responsible
- Being professional
- Being here!

The point values are as follows:

- 4 = Yes
- 3 = Yes, but...
- 2 = No, but...
- 1 = No
- 0 = You weren't here (these points cannot be made up)

**ATTENDANCE IS VERY IMPORTANT.
IF YOU AREN'T HERE, YOU CAN'T DO YOUR JOB
AND YOU CAN'T GET ANY POINTS.**