

Shelf Checking

Each Library Tech is assigned an area of the library to care for.

Every day you will check that section for:

- order,
- neatness and appearance.

Each week you will receive a grade of up to 100 points for each.

For your score on “order”, you will be asked to scan part of your section each week. We download the scan and run a report showing any books that are out of order. You will then be graded on how many books are out of order by percentage points. *For example: If you scanned a total of 100 books and 5 were out of order you will get a score of 95%.*

Your score for “neatness and appearance” starts at 100% for perfectly neat and organized shelves. *For example: All books are aligned with the front edge of the shelf and tight against the side of the shelf.*

If you are absent on the day you are to do your shelf checking, you will have to make it up the next week by doing it twice.