

# **LENDING SERVICES ASSIGNMENT SHEET – MONDAY,     /     /**

Check this sheet at the start of your shift to see what Lending Services Assignments you have been given for today, or if you are assigned backup (B'kup:) for any task – which means you do the task if the person normally assigned is out. When you complete the assignment, print your initials in the right column.

**You still need to enter what you did on your “Sign In Sign Out” sheet.**

TASK TITLE	ASSIGNED ON MONDAY	PRINT YOUR INITIALS IN THIS COLUMN WHEN YOU COMPLETE THE TASK. (If you had to ask for help from someone, or someone else had to do it, have this person print his/her name as well. If you are not trained for a task, then put “NOT TRAINED” below.)
Complete Opening checklist		
Complete (or verify) fine report		
Mail <u>only</u> student overdue/billed item notices (Put all faculty+staff notices in x's mailbox right away!)		
Process reserve items (if there are any.)		
ILL INCOMING-1:Process items in Red Bin (Add call patron+transit flags and separate Virtual Catalog Items)		
ILL INCOMING-2: Call patrons with ILL's on hold & process ILL held too long		
Empty book drop bin		
Sort and deliver mail		
Check-in serials (“MLS serials cleanup” person is in parenthesis – checks serials problem shelf)		
ILL OUTGOING-1: Produce ILL “pick list”		
ILL OUTGOING-2: Get books for ILL from shelf and put on ILL cart at Lending Services Desk		
ILL OUTGOING-3: Check-out outgoing ILL items and print out ILL receipts		
ILL OUTGOING-4: Tape transit notices to outgoing NOBLE ILL items		
ILL OUTGOING-5: Process outgoing Virt Cat +OCLC Items & Articles		
Complete Closing checklist. CLOSER: <u>REVIEW CLOSING CHECKLIST AT LEAST 1 HOUR BEFORE CLOSING!</u> Check Public services Desk calendar! (If there is a workshop before 8am tomorrow, POST SIGNS ON CENTER AND SIDE DOORS!)		

NOTE: If you are a work-study worker, and the Lending Services desk is quiet (which often happens in evenings and weekends), then you will be asked to shelve books, even though you may be assigned to Lending Services Hot Seat or Backup. 10.07.07 JVG