

Newsletters & Magazine Checklist

- ___ Newspapers & Magazines are checked in ASAP when they arrive (Magazines on Victor's desk & Newspapers on top of Circ. File cabinet)
- ___ Newspapers are put out in their correct shelf each morning & older one is put under the shelf.
- ___ Classified ads are kept on top of Circ. Cabinet and lib. Card requested at check out.
- ___ Best seller lists should be copied & put out in proper size display on Monday morning.
- ___ Magazines are put in a magazine binder & older copies put under the shelf.
- ___ New York Times, Barron's are kept on top of Ref. file cabinet and lib. Card requested for check out.
- ___ Morning Star & Value Line's are stamped & checked in & put in correct binder as soon as they arrive.
- ___ *All subscription magazines should be in a magazine binder.
- ___ *Magazines are placed in Alpha order on the magazine shelves & checked for order & straightened as much as possible. (maybe while roving? End of day?)
- ___ * Donated magazines are kept at the end of magazine area.
- ___ *Newspapers should be cleaned out weekly/daily and re-cycled. Keep most current 2 weeks under shelf in dated order.
- ___ Magazines should be cleaned out monthly & offered to FOL or re-cycled.
Keep only the magazines that will fit nicely under shelf and throw away the oldest one each month.
- ___ *Donated magazines should be cleaned out and only current dated ones should be displayed and the others re-cycled.

Reference Checklist

Morning

- ___ Sign in computers & self-check machine
- ___ Printers-cut on & check to see if paper is needed
- ___* Check scrap paper trays for paper & sharpened pencils needed (sharpen pencils as needed)
- ___ Check schedules for the day- who's here & Ref. desk schedule
- ___ Check Meeting room & Conference Room schedule for morning meeting
- ___*Book displays – check your displays daily & update

*When we don't have an AARP person, we need to set up a system so we always have scrap paper for trays

*Computers need to be cleaned weekly-cleaning supplies is in AARP area cabinet (flu and cold season)

*Public Earphones sanitized periodically

*Keeping Ref. counter clean- do not use any chemical cleaners like Windex, etc. It dulls the shine. There is a special mixture of gentle cleaning in a spray bottle in closet.

*Sanitizing staff keyboard, phone & mouse as necessary

End of Day

- *Pick up lib. Books off tables, etc & place on conveyor belt to be sorted
- *Pick up all papers on tables & at computers & clean up areas, push chairs in, etc.
- *Put guest passes in "standup" case & changed date on calendar
- *When we put fliers & bookmarks out, please use appropriate display holders.