

ISSUE DESK

SHARPEN PENCILS

- empty tray, and clean out any dust
- check pencil leads aren't broken
- sharpen pencils if necessary
- check pens are working

PRINTER PAPER

- check the printer tray (carefully)
- fill it up to just below the fill line

Don't overfill it

COMPUTERS A

COMPUTERS ON

- switch on power to computers
- switch each individual PC on
- check they have all loaded to the login screen correctly
- if you are in the library at lunch, check that people log off. If using library or computers, period 6, then shut down each computer at the end of the lesson

COMPUTERS B

CHECK COMPUTER CHAIRS

- ensure one chair at each computer
- check chairs: tighten up any lose bolts / nuts if possible

PAPER RECYCLING

- empty recycling box behind issue desk into the green bin
- check that the scrap paper trays are neat and tidy

SORT SHELVING TROLLEY

Putting books in order ready for shelving

- sort fiction books into (reverse) ALPHABETICAL order according to author's last name
- sort non-fiction books into (reverse) numerical order according to the Dewey Number

TIDY COMPUTER BENCH / TABLES

Don't forget the Upper Library or the PCs near the Issue Desk

- check for litter
- put 'lost' pens in tray on issue desk
- jotters / folders to Librarian
- straighten up screens and keyboards
- quick check for any damage (or graffiti): mice, screens, keyboards, bench or surrounding woodwork

CATALOGUE LAUNCH

- switch on at wall
- switch on PC (underneath table)
- check it has loaded to the login screen correctly
- logon: library.user; password = lib02
- open up the catalogue

LIBRARY - TIDY

TIDY CHAIRS & TABLES - Lower Library

- push chairs under tables before you leave the library
- check that the furniture is in the right place
- check *Reading Zone* furniture is in right place
- plump up sofa cushions (carefully)
- put 'lost' pens in tray on issue desk
- jotters / folders to Librarian

LITTER / PAPER

- Litter in bins
- Scrappy / torn paper into green recycling bin
- Abandoned water bottles - empty water into a plant then recycle as below
- Empty plastic bottles to bottle bin in corridor just outside library

DISPLAYS / SHELVES

BOOK DISPLAYS

- tidy each display rack, ensuring books are straight and neatly spaced
- put a small number of the books on the trolley for display in front of the issue desk.
- make sure no display is empty

PROJECT SHELVES

- check file boxes in alphabetical order according to topic
- check *Essential Articles* folders are in order and neat and tidy
- ensure books on project shelves are neat and tidy and in the right place

PUT AWAY RESOURCES

Check ALL Lower Library shelves and tables:

- put away any books or other resources that haven't been shelved properly

TIDY CHAIRS & TABLES - Upper Library

- ensure that chairs under tables, and tables straight
- check that (red) soft seats are in the correct place
- put 'lost' pens in tray on issue desk
- jotters / folders to Librarian

Also:

- put any Careers resources back on the shelves in the correct place

JOURNALS RACKS

- put journals into their relevant space
- remove (and shelve) any stray library books
- tidy up journals display shelves in reference section
- file any extra journals into the boxes

SENIOR FICTION SHELVES @ COMPUTERS

- check that backs of the shelves are in place
- report any broken clips to the Librarian

Also:

- check the backs of the journals shelves in the Reference Section

WEEK OFF FROM A SPECIFIC DUTY

- use your initiative
- help other Pupil Librarians with their tasks

WATER LOW-LEVEL PLANTS

Once or twice a week!

- plants in window bays
- plants under the stairs

Be very careful. Don't over water them, especially the hanging baskets!