Student Library Assistant Duties
Campbell River Campus

Important: Submit your own time sheets every other week. Ensure they are completed before Thursday (schedule is posted).

1. Wear Student Assistant nametag.
2. Get gate count at 4:00 pm and 6:00 pm.
3. Fill paper trays of multi-function printer and circ-desk printer, fill staplers, and empty pencil sharpeners.
4. Check bookdrop – discharge items.
5. Shelve all items on cart.
6. Checkout/discharge materials as required.
7. File books on Holds/ILLs shelf. Make follow-up calls for items not picked up after 4 days; if not claimed within the week pull/return books.
8. Pick up books/DVDs left on desk/carrels/shelves. Use these with “Mark Item as Used” feature in Workflows.
9. Pick up periodicals left out after use; use generic Item ID to “Mark Item as Used”; reshelving current or back-issue stacks accordingly.
10. Shelf-read 3-4 stacks each shift. Include Reserves, Reference, Audio Visual as well as discs (stored behind counter at Lending Services). “Face” books and wipe shelves as you go: remove old receipts. Note span covered on clipboard, as well as items requiring TLC (check these out to REPAIR).
11. Process new periodicals and newspapers and shelve accordingly. Make sure issues are in the right order in the storage below the current copy.
12. Clean keyboards and monitors (using monitor cloth only, no water) every night.
13. Make sure all whiteboard tables in library, silent room and group rooms plus all other tables and carrels are clean every shift.
14. Change books displayed at end of rows in stacks regularly. Leave a note for other student regarding what section(s) you changed and when.
15. Regularly during your shift check rooms and open doors of group rooms if not in use. Tidy and straighten chairs, tables and carrels in rooms and throughout the library.
16. Tidy and dust the library (counter tops, carrels, book shelves, displays, plants). Periodically wipe everything down with a damp cloth.
17. Clean finger prints on any glass in the library. Wipe down door handles.
18. Empty smaller recycle bins into a larger blue recycle bin and take to recycling outside Registration.
19. Straighten up items on counters and in the cupboards behind the circ desk: i.e. packing materials, pens and pencils, supplies, etc.
20. Update rolling whiteboard in the evening with any Academic Supports or events for the next day.
21. Check posters that are up around the library and outside the library. Remove if they are out of date. Add any new ones we may have. Secure those that may be falling down.
22. When there are overdue reports or missing item reports, check for them in the stacks. Find items for ILL requests or holds.

Special duties:

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<tr>
<th>Mondays</th>
<th>Wednesdays</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>Tally the weekly stats sheet - day</td>
<td>Sanitize handsets - evening</td>
<td>Water plants - evening</td>
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<tr>
<td>Water plants – evening</td>
<td></td>
<td>Change book end displays - day</td>
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