STUDENT ASSISTANT DAILY CHECKLIST

SHELVING
- Put away books, videos, periodicals, etc. on shelving cart

SHELF READING – 15 minutes or more per shift
- Check Binder for last call number; enter your start & end call numbers

OUTGOING MAIL
- Package items and take downstairs

SUPPLIES
- Check that all student seats have a pencil and scratch pad on the table.
- Check the photocopier table for supplies that should be replenished (ie. Staples, paper clips, pens, scrap paper etc)

DUST & WIPE DOWN SURFACES AS IDENTIFIED
- Refer to Library Weekly Cleaning List, check off each item completed
- Use vinegar & water solution for wiping down surfaces and headphones
- Tidy fallen leaves or scrap papers.

PAPER SUPPLY, DISPOSAL AND PLANTS
- Take down recycling & bring up paper if needed
- Fill printer paper trays (student & staff printers)
- Empty shredded paper into recycle bin and take downstairs to dispose of in paper recycling container
- Water plants if not already done

AFTERNOON SHIFT
- Tidy up student desks; straighten chairs, keyboards, mice, dry erase markers.
- Dust tables/ erase dry erase tables if necessary
- Gather any materials pulled from shelves and scan them into Workflows under “Mark Items Used”

OTHER:
- Covid 19- until further notice:
  - Disinfect the door handles (morning and afternoon)
  - Disinfect counters, student keyboards and mice (morning and afternoon)