

Library Skills Checklist

Name _____

Semester _____

Skills to Learn	Train Date	Trainer	Comments
Answer Telephone			
Transfer telephone calls			
Charge books			
Discharge books			
Collect IOUs			
Collect Fines & Fees			
Record copy & printout amounts			
Assist with library applications			
Assign computers			
Scan disks, flash pens, etc.			
Check equipment contents & shelve			
Answer Questions			
Assist with copier and computer questions			
Review library web page URLs/links			
Shelve books, DVD's, CD's, VHS			
Read Assigned Dewey Shelves			
Attach spine labels to new books			
Covering new books with book jackets			
Prepare books for discarding			
Straighten and clean library tables			
Clean computer screens & tables			
Replenish paper supplies			
Help with exhibits			
Assist with weekly calendar display			