

Weekly Tasks or As Needed

Vote in Weekly Poll	<ul style="list-style-type: none"> Go to library page (thehhs1.com) and vote in the new poll each week
Office Supplies	<ul style="list-style-type: none"> Empty pencil sharpeners and hole punches Check supply tubs and replenish if needed
Water Plants	<ul style="list-style-type: none"> Check large plant on circular table. If dry take to sink to water Check plant(s) on counter and give a cup of water if dry
Newspapers / Bulletin Boards	<ul style="list-style-type: none"> Cut-out student pictures from old newspapers; go through each section looking for HHS pics and cut out; cut article only if not sports picture Post pictures on bulletin board near entrance Move pictures from finished seasons to bulletin board by parking lot exit Recycle old papers after checking for HHS pictures Scan poetry magnet bulletin board and remove inappropriate sentences
Process Books / Textbooks	<ul style="list-style-type: none"> Pull a sample book as model for barcode and stamp locations, etc. Stamp new books with HHS stamp on top (texts) and inside pocket (circ) Place barcode on inside front cover or front page Adhere extra barcode to title page near bottom Put spine label on bottom spine (circ); no spine label for textbooks Cover hardbacks with mylar; cover paperback w/laminate; no covers for textbooks With textbook closed and standing on end, write barcode number on top (see example textbook)
Mend Books	<ul style="list-style-type: none"> Check mending cart for books that need spine or corner cover reinforcements
Special Projects and Monthly Reports	<ul style="list-style-type: none"> Create digital book trailers (like movie previews only for books) Withdraw books (stamp DISCARD, withdraw from system, blacken barcode) LIFE magazine inventory Fiction/non fiction inventory of your section Software additions/deletions to carts or library PCs Website updates Run overdue notices each month Run monthly statistics reports Compile in-library circulation and use statistics
Anything Else	<ul style="list-style-type: none"> If there is nothing else on these lists that needs to be done, check with Ms. Azevedo before you start homework or settle in with reading.