

FRONT:

ADOPT-A-SHELF TRACKING SHEET

NAME:

SECTION:

DATE	TIME SPENT	# OF BOOKS RESHELVED	# OF BOOKS DAMAGED	NOTES TO SELF IF ITEM NEEDS IMMEDIATE ATTENTION, PLEASE NOTATE ON GREEN "DAMAGE REPORT" NOTECARDS

BACK:

ADOPT-A-SHELF CHECKLIST

- EVERY TIME:**
- Review materials on shelf to ensure they are in the correct alpha/numeric order.
 - Reshelve if incorrect materials fall within your adopted shelves.
 - Put materials outside of your adopted shelves on the sorter for processing.
 - Pull books with obvious damage and place in designated area.
 - Straighten shelves:
 - ⇒ Face/edge books
 - ⇒ Update displays if empty or need refreshing
 - ⇒ Tighten up bookends
 - Record your time and notes on the other side of this sheet.

ONCE A MONTH:

- Thoroughly dust shelves, including behind the books and any brackets or ledges.
Date done: _____ Date done: _____ Date done: _____

- ONCE A QUARTER:**
- Examine shelf components to ensure safety and proper function.
Date done: _____
 - Examine book condition; note any books with reportable damage.
Date done: _____

STAFF USE ONLY
Shelf numbers: