

ADOPT-A-SHELF REMINDERS

- JOB DUTIES:**
- 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 damage and place in Damage Bin.
 - Note shelf damage on a piece of paper and place in Damage Bin. Notify staff if urgent.
 - 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.
 - Dust shelves - including behind the books and any brackets or ledges.

EXAMPLES OF DAMAGED BOOKS: Broken spines, pages falling out, binding detached, unidentified “goo” on material, spine glue separating, spine label missing, missing materials (media).

SHELF DAMAGE: If reporting shelf damage, please note the specific area of the damage in your report (ex. “242.3” or “SCI FI FRANKLIN”).