FRONT:

ADOPT-A-SHELF TRACKING SHEET

<table>
<thead>
<tr>
<th>Name:</th>
<th>Section:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time spent</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ____________