Circulation Training Checklist

Tour of Library

First floor
1. Location of collections
   - Reference
   - Impulse Borrowing Display
   - Newspapers & Display Journals
2. Location of bathrooms
3. Pamphlet display
4. Copier area
   - Copier & instruction signs
   - Guest TechCash card machine
   - Paper under stairs
   - Scanning with the copier
   - Scanner
5. Self-Checkout Machine
6. ReactPac locations

Second floor
7. Location of collections
8. Stacks A – JQ
9. Location of bathrooms
10. Group study rooms/reservation
11. Pre-shelving trucks
12. Pick-up shelves
13. ReactPac Location

Lower Level
14. Location of collections
15. Stacks JS-Z
16. Journals
17. Theses
18. Microfiche room & reader/ instructions
19. Student Lockers:
20. https://wikis.mit.edu/confluence/display/DEWCIRC/Lockers+at+Dewey
21. Alarmed doors
22. ReactPac Locations

Tour of Circulation Desk:
23. Circulation computer stations
24. Bookdrops

25. Pre-shelving areas & trucks
   - Markers, headphones & lamps
   - Directories, maps
26. Other Binders
   - Service Desk Notebook
   - Dewey Binder
27. Drawers
   - Fines envelope
   - Making change
   - Taking fines, money envelope
   - Password list
   - Dewey Test Card (Courtesy Card)
   - DVD decoupler
   - Video adapters
28. Reserve Processing
   - Bookmarks/info
   - shelf
   - online form for Prof collection items
29. Double-barcoding station
   - Front barcoding circulated books
   - N Barcodes for journal issues
30. Staplers & hole-punch area
31. File cabinet: first aid, keys and tool kit, etc.
32. Printer paper & supplies
33. Phone: hold & transfer
34. Panic buttons
35. Clipboard area
   - Updates
   - User types
   - Gift book forms

Tour of Back Area:

Emergency Procedures
36. Staff and student cell-phone numbers
37. Emergency phone numbers
38. Location of ReactPacs
39. Staff coverage: dewey-circ@mit.edu (staff), dewey-students@mit.edu (students)

Circ Corner Bulletins:
40. Staff & student schedules
41. Staff & student contact info

Compact Shelving
42. Reserve stacks
43. LC, CD-ROMs
44. Reserve Journals
45. DVDs
46. Supplies

**Circ Area Lockers**

A. #8 equipment
   - Videoconferencing equipment
   - Spare voip conference phone
B. Student lockers

**Shelving opposite compact shelving**

47. Lost & Found (can contact Campus Police & Sloann
48. Damaged, bad barcode, gifts (show form)
49. Book transfer slips
50. Hold shelf - *Difference between an MIT book on hold, an ILB book on hold, and a BorrowDirect book on hold*
51. Portable barcode scanner – location and use
52. White board for announcing meetings/absences/vacations/projects

**ALEPH**

53. Check in & out, desensitizer
54. Renew through patron account or by barcode
55. Look up book by title, call # direct, etc.
56. Place hold/recall
57. Reserves
58. Circulating BLC requests (cheat sheet)
59. Your Account: Touchstone access to YA (MIT and Non-MIT users)
60. Look up patron by ID, name
   - If new card, add barcode, verify email etc
   - If not in system, create a new account
61. Print session if patron wants receipt
62. Collecting requested items
63. Processing requested items
   - Hold shelf,
   - Send to other libraries,
   - Internal “Office Delivery
   - Real Office Delivery using envelopes

**Circulation Info:**

64. Loan Periods
65. Reserves
66. Items requested by other patrons

67. ILB books: check out, receiving, and changing date
68. BD loans
69. Fine policy (on sign) & grace period
70. User Categories & loan periods
71. Outside users & their cards
72. Downtime procedures
73. Manual Card checkout/in
   - Journals & LC:
   - Bad barcodes (put on shelf when returned)
   - Unbound journals
74. Reserves handout & bookmark in holder on counter
75. ILB procedures (in folder)
76. Statistics weeks
77. Recording In-house circulation

**Libraries Home Page**

78. BartonPlus, Ejournals & databases, Books & media, Course Reserves, More search options
79. Hours
80. Dewey Page
81. Borrowing & Ordering>Circ FAQs
82. Your Account & Touchstone
83. Ask Us
84. LSA Request form for non-MIT
85. Placing MIT, BD, or ILB requests
86. Reserving Dewey’s Group Study Rooms
87. Research Guides

**Opening & Closing Procedures**

88. See Opening: https://wikis.mit.edu/confluence/display/DEWCIRC/Opening+Dewey
89. See Closing: https://wikis.mit.edu/confluence/display/DEWCIRC/Closing+Dewey

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