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 – overhead and ADF
5. Self-Checkout Machine

Second floor
6. Location of collections
7. Stacks A – JQ
8. DVDs
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. Government Documents
19. Microfiche room & reader/ instructions
20. Student Lockers:
22. Alarmed doors
23. ReactPac Locations

Tour of Circulation Desk:
24. Circulation computer stations
25. Bookdrops
26. Pre-shelving areas & trucks
   • Markers, headphones & lamps
   • Directories, maps
27. Other Binders
   • Service Desk Notebook
   • Dewey Binder
28. Drawers
   • Fines envelope
   • Making change
   • Taking fines, money envelope
   • Password list
   • Dewey Test Card (Courtesy Card)
   • DVD decoupler
   • Video adapters
   • VOIP phone for room 212
29. Reserve Processing
   • Bookmarks/info
   • shelf
   • online form for Prof collection items
30. Double-barcoding station
   • Front barcoding circulated books
   • N Barcodes for journal issues
31. Staplers & hole-punch area
32. File cabinet: first aid, keys and tool kit, etc.
33. Printer paper & supplies
34. Phone: hold & transfer
35. Panic buttons

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. Supplies

**Circ Area Lockers**
- **#8 equipment**
  - Videoconferencing equipment
  - Projector
- **Student lockers**

**Shelving opposite compact shelving**
46. Lost & Found (if we don’t have it, they should contact Campus Police & Sloan)
47. Damaged, bad barcode, other problems
48. Book transfer slips
49. Hold shelf - *Difference between an MIT book on hold, an ILB book on hold, and a BorrowDirect book on hold*
50. Portable barcode scanner – location and use
51. White board for announcing meetings/absences/vacations/projects

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

**Circulation Info:**
62. Loan Periods
63. Reserves
64. Items requested by other patrons
65. ILB books: check out, receiving, and changing date
66. BD loans
67. Fine policy (on sign) & grace period
68. User Categories & loan periods
69. Outside users & their cards
70. Manual Card checkout/in
  - Journals & LC:
  - Bad barcodes (put on shelf when returned)
  - Unbound journals
71. Reserves handout & bookmark in holder on counter
72. ILB procedures (in folder)
73. Recording In-house circulation

**Libraries Home Page**
74. Quick Search, Ejournals & databases, Books & media, Course Reserves, More search options
75. Hours
76. Dewey Page
77. Borrowing & Ordering> Circ FAQs
78. Your Account & Touchstone
79. Ask Us
80. LSA Request form for non-MIT
81. Placing MIT, BD, or ILB requests
82. Reserving Dewey’s Group Study Rooms
83. Research Guides

**Opening & Closing Procedures**
84. See Opening: [https://wikis.mit.edu/confluence/display/DEWCIRC/Opening+Dewey](https://wikis.mit.edu/confluence/display/DEWCIRC/Opening+Dewey)
85. See Closing: [https://wikis.mit.edu/confluence/display/DEWCIRC/Closing+Dewey](https://wikis.mit.edu/confluence/display/DEWCIRC/Closing+Dewey)

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