Circulation Training Checklist

Tour of Library

First floor, front of house
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
   - Scanning with the copier
   - Scanner – overhead and ADF
   - Other scanner in 24/7 room
5. Self-Checkout Machine
6. Public and MIT-only computers
7. Pharos printers - B&W only

Second floor
8. Location of collections
9. Stacks A – JQ
10. DVDs and Videos
11. Location of bathrooms
12. Group study rooms/reservation
13. Pick-up shelves

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 Location

Tour of Circulation Desk:
24. Circulation computer stations
25. Bookdrops – empty periodically on shift

26. Pre-shelving areas & trucks
   - Pre-shelving for 2nd floor
   - Lower Level pre-shelving
   - Reserves & other special materials pre-shelving
   - Markers, headphones & lamps
27. Other Binders
   - Service Desk Notebook
   - Dewey Binder
28. Drawers:
   - Fines envelope – for students who open
   - Making change for Tech Cash cards
   - Taking fines - Printing receipt if wanted
   - Password list
   - Dewey Courtesy Card
   - DVD unlocker
   - TLM slips for public computer access
   - Video adapters
   - VOIP phone for room 212
29. Double-barcoding station
   - Front barcoding circulated books
   - Inside back of book barcoding for BD 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

Tour of Back Area:
35. Emergency procedures & phone numbers
36. Location of ReactPac
37. Staff coverage: dewey-circ@mit.edu (staff), dewey-students@mit.edu (students)
38. Staff & student schedules and contact info

Compact Shelving
39. Reserve stacks
40. LC, CD-ROM
41. Reserve Journals
42. Supplies
   - Office delivery envelopes
   - White board markers
Circ Area Lockers
A. #8 equipment
   • Videoconferencing equipment
   • Projector
   • Tripod
B. Student lockers

Shelving opposite compact shelving
2. Lost & Found (if we don’t have it, they should contact Campus Police & Sloan – where in Sloan?)
3. Damaged, bad barcode, other problems
4. Book transfer slips
5. Reserves Holds shelf
7. White board for announcing meetings/absences/vacations/projects

ALEPH
8. Look up patron by ID, name
   • If new card, add barcode, verify email etc
   • If not in system, create a new account
9. Check in & out, use sensitizers/desensitizers
10. Route books to other libraries, other units (e.g. Doc Services, LSA, Acquisitions)
11. Renew through patron account or by barcode
12. Look up book by title, call # direct, etc.
13. Place hold/recall
14. Reserves
   • 2-hour loan – overnight if checked out within 2 hours of closing – due 1 hr after opening
   • online form for Prof collection items
15. Requested items
   • Printing & collecting
   • Processing requested items
     a. Hold shelves for patron requests
     b. Hold shelf for Reserves requests
     c. Send to other libraries,
     d. Internal “Office Delivery”
     e. Real Office Delivery using envelopes

Circulation Info:
16. Loan Periods
17. Items requested by other patrons

18. ILB books: check out and changing date; receiving,
19. BD loans: check out, receiving
20. Fine policy (on sign) & grace period
21. User Categories & loan periods
22. Outside users & their cards
23. Manual Card checkout/in
   • Journals & books: No or bad barcode
   • Check out w/ card & give to staff when returned
   • Unbound journals
24. Recording In-house circulation

Libraries Home Page – Skill – know how to use & when to direct patrons to these tools
25. Quick Search, VERA (Ejournals & databases), Books & media, Course Reserves, More search options
26. Hours
27. Research Guides and Dewey Page
28. Borrowing & Ordering> Circ FAQs
29. Tip.mit.edu – info to request books be put on reserve
30. Your Account: Touchstone access to YA (MIT and Non-MIT users)
31. Ask Us
32. LSA Request form for non-MIT
33. Placing MIT, BD, or ILB requests
34. Reserving Dewey’s Group Study Rooms

Advanced skills
35. Adding patrons
   • If new card, add barcode, verify email etc
   • If not in system, create a new account

Opening & Closing Procedures
36. See Opening:
    https://wikis.mit.edu/confluence/display/DEWCIRC/Opening+Dewey
37. See Closing:
    https://wikis.mit.edu/confluence/display/DEWCIRC/Closing+Dewey