

# **J. Robert Jamerson Memorial Library**

Training Manual

Ryan Higginbotham, Director

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1. Circulation Desk
  1. Circulation
    1. Checking in/out
    2. Borrowers
    3. Holds
    4. Edit catalog
    5. Fines/fees
      1. Counting back change
      2. Taking large bills – Keep separate until after change is given
      3. Paying for faxes – Give patron confirmation and take the money
    6. Label creator
    7. Public Printer
    8. Kathy's Printer
  2. Printer
    1. Copying
    2. Faxing
    3. Scanning
    4. Printing
      1. From PC
      2. From Laptop
      3. From Mobile
    5. Maintenance
      1. Paper
      2. Toner
  3. Telephone
    1. Answering - "Jamerson Memorial Library, this is [name], how may I help you?"
    2. Privacy Act of 1974
  4. Cleaning
2. Back office
  1. Cataloging
  2. Book Repair
  3. Overdues
3. JNF/children's area
  1. Cleaning up carpet

2. Cleaning up toys
  3. Assembling puzzles
  4. Straightening shelves
  - 5.
4. Conference room
  1. Cleaning up carpet
  2. Cleaning closet
  3. Kitchen supply cabinet
    1. Organize supplies
    2. Clean shelves
  4. Craft supply cabinet
5. Computer area
  1. Furniture
    1. Chairs pushed in
  2. Cleaning
    1. Monitor
    2. Keyboard
    3. Mouse
6. Video/Non-fiction/Ref area
  1. Straightening
7. JF/YA area
  - 1.
8. PBK/Fiction/Biography area
  - 1.

## **Section**

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