Sept. 18, 2019

Dear Michelle,

Welcome to the Greenfield Public Library. We are so glad you could join our staff as a GCC Intern.

As you know, your job will primarily entail shelving materials that have been returned to the Library. Attached are some guidelines that will help you as you learn the process. Please take some time to read through them, and keep them with you until you feel comfortable. As you know, the job of the shelving page is essential to the operation of the library. We depend on you.

There is a mailbox for GCC Workstudy folks in the workroom where you can store your name badge, which we ask that you always wear when you are working. The box also holds your time cards, which should be filled out by Thursday each week so that we can get them to GCC and you can get paid. Place that in my box each week when it is done, or hand it to me as it does need to get signed.

If you will be unable to come in, please let us know as far in advance as you can. If you need to call in the same day, please phone the Library’s “sick” line at 772-1544 x 5121 and leave a message there. Please do not e-mail in the same day sick, as there is a chance that I will not be in, and your message would be missed. WE tend to worry if folks aren’t here when they as scheduled to be … disaster scenerio’s enter some of our brains ….

If you need to speak to me, my extension is 5123.

Marjorie Curtis

Head of Borrower Services

Greenfield Public Library

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