

Circulation Training Checklist

Access Services, Bio-Medical Library

- _____ 1. Bio-Medical Library Layout and Orientation
 - a. Stacks (Journals and Books, etc.) and Departmental Tour
 - b. Lost & Found
 - c. Substitution slips
 - d. Schedule
 - e. Restrooms

- _____ 2. Circulation
 - a. Aleph
 - i. Loan tab
 - 1. Exception: Checking out unbounds
 - ii. Return tab
 - iii. Item tab
 - iv. Patron tab
 - v. Recalls/Holds
 - b. MNCAT
 - i. Searching in MNCAT
 - 1. Continues/Continued by
 - ii. Patron-initiated Recalls

- _____ 3. Fines

- _____ 4. Reserve
 - a. Permanent Reserve
 - b. Course Reserve
 - c. Electronic Reserve
 - d. Using FileMaker to find Reserve materials
 - e. Using MNCAT to find Reserve materials

- _____ 5. Copy Services
 - a. Overview of Copy Services
 - b. Overview of Document Delivery Services
 - c. Scanning ILL requests
 - d. Photocopier basics
 - e. Color copies and prints
 - f. Microfiche machine
 - g. Supplies
 - h. Accepting payments
 - i. Cash register
 - ii. CUFS
 - iii. Student Accounts Payments

- _____ 6. Forms Binder
- _____ 7. Customer Service
 - a. Phones
 - b. Lost & Found
 - c. Map tour of campus
- _____ 8. Other
 - a. Opening/Closing duties