STUDENT JOBS

When other assigned tasks are completed and you need something else to do

🌟 Please tell one of the staff what you’ll be doing 🌟

**Upper Level**

Keeping the library clean and neat is an ongoing job – thanks for your help:
- Clean computer screens & computers – both public and staff
- Dust behind all computers – this is real dust-bunny country
- Include tops of cabinets, cupboards, under and around printers, & bookshelves
- Dust book shelves

Tidy up all public areas
- Computer areas – earphones, trash, etc.
- Copier/printer areas
- Check all staplers to see if they need new staples
- Check paper in copier and printer
- Straighten and tidy books on bookshelves

Add pencils and scrap paper to trays by public computers

Look for “orphan” books and bookends – books placed at the end of a shelf, past the bookend, or on top of books. Do Count Use.

Push in chairs, collect books on tables, etc., do Count Use

**Lower Level**

Keeping the library clean and neat is an ongoing job – thanks for your help:
- Dust circulation/reference area—especially behind computers
- Dust tables and bookshelves
- Dust tops of cabinets
- Clean computers & computer screens--discard trash
- Straighten and tidy bookshelves
- Organize work space by copier--use carpet Sweeper to clean up spilled hole punch paper
- Check paper in copier and printer

Look for “orphan” books and do Count Use

Push in chairs, collect books on tables, etc., do Count Use

Make sure all periodicals are shelved

Cleaning supplies are in the Break Room. Tell the director if cleaning supplies are getting low.