ORIENTATION:
- Determine hours student will work in library and add to Work Schedule
- Give student a copy of:
  - Work expectations (“Work/Study Student: Expectations”)
  - Library telephone numbers
- Conduct a tour of the Technical Processing office:
  - Closet storage for coats and books
  - Clipboard for W/S timesheets
  - Preferred doors to enter work area
- Conduct a tour of the library:
  - Circulation Counter, Reserve section
  - Circulation Counter book drop (Blue)
  - Book drop (Foyer)
  - Locked cabinet
  - Computer pods
  - Microfilm and Microfilm reader/printer
  - AV carrels and VCR’s
  - Index table
  - Chamber Music collection
  - Periodical storage room
  - Periodical display
  - Conference rooms (plus Group Viewing room)
  - Lounge / Patron copy machine
  - Vertical File / College catalogs
  - Reference section, General collection (Stacks), Art books
  - Oversize books collection
  - International collection
  - Study carrels
  - Mezzanine area
  - Title III Equipment cabinet

TRAINING:
- View FERPA video
- Shelving:
  - Review with student the procedure “Circulation: Shelving Books”
  - Complete computer tutorial on shelving called “LC Easy”
  - Move books from circulation cart to shelving cart (in Call # order)
  - Train to shelve in stacks (mark shelved books with colored slips)
  - Students will leave colored slips next to books until given clearance to shelve without being checked
- Periodical storage room:
  - Review procedure “Work/Study Student: Instructions for the Periodical Storage Room”
  - Train student to place periodicals in folders
  - Check up on student progress
  - Give student clearance to work unsupervised in “Pit”

- Mail:
  - Review procedure “Circulation: Mail”
  - Deliver campus mail and mail off-campus communications
  - Pick up mail in boxes assigned for Library and the Library Director and return to appointed place in library

- Copy jobs (Administration machines):
  - Review with student the procedure “Circulation: Photocopy Machines (Administration Office)”
  - Instruct student to initial all work
  - Place copy work in assigned areas

- Circulation Counter training
  - Charge books
  - Discharge books (with special instructions)

- Special projects:
  - Search for lost or missing books
  - Inventory, refer to procedure
  - Retrieve materials for Technical Processing staff
  - Relocate sections of books
  - Apply tuners to materials