TRAINING CHECKLIST LOG

Name: ______________________________________________________
Date of Employment: ___________________________________________

First Day
☐ employment/tax forms ☐ scheduling procedures
☐ tour of library ☐ work logs
☐ door codes

First Floor
☐ graphic novels/manga ☐ comics/magazines
☐ picture books ☐ movies/DVD
☐ cardboard books ☐ movies/Blu-ray
☐ easy readers ☐ TV DVDs
☐ youth fiction ☐ kid DVDs
☐ paperbacks ☐ opera DVDs/videos
☐ young adult ☐ youth audiobooks
☐ youth new materials ☐ CDs
☐ special collections

Second Floor
☐ adult fiction ☐ foreign language collections
☐ large print ☐ nonfiction
☐ audiobooks ☐ high school area
☐ adult paperbacks ☐ periodicals
☐ biography ☐ new titles
☐ reference

Other
☐ checking returned AV materials ☐ closing first floor
☐ parking lot bin ☐ closing second floor

From HIRING, TRAINING, AND SUPERVISING LIBRARY SHELVERS, by Patricia Tunstall (Chicago: American Library Association, 2010)