**Material Handler Sunday Duties**

**Opening duties:**

* RRA Anchor MHT: sign up for first book drop---downstairs in Circulation on the small white board – retrieve bookdrop before 1:00.
* All other MHTs sign up for 2:30 or 4:00 bookdrop.

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| Newspaper Procedure following 1st bookdrop   * Newspapers will be in 3rd book drop. Set on top so they can be taken to 2nd floor. * After bringing in book drop, plug in black cord and push green run button on side of bin to check in items using AMH. * Take newspapers to RRA to complete check in procedures:  1. Stamp front of newspapers with Pueblo Library District stamp 2. Record papers on clipboard that says Sunday Newspaper Check-in 3. These are the newspapers we receive and the quantity we get: 4. Pueblo Chieftain 6 papers 5. Springs Gazette 1 paper 6. Denver Post 1 Paper 7. New York Times 1 Paper 8. Distribute newspapers throughout the building:   Pueblo Chieftain:  Put 2 on newspaper shelf on 2nd floor  Take one to the 3rd floor  Take one to the 4th floor  Take one to the basement – leave on a table  Leave one in Princeton file on desk in office  Colorado Springs Gazette, Denver Post, New York Times  Put on newspaper shelf on 2nd floor  (On New York Times---please remove New York Times magazine, New York Times Book Review and New York Times Style Magazine – place these in Princeton file) |

**Responsibilities during shift:**

* Generate pull holds list. Pull items on list and take to AMH.
* Retrieve carts from Circulation to shelve:

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| RRA  A. Non-fiction books, DVD’s and audio books  B. Fiction books: large print, audio books  C. Genre Books  D. YA books | YS   1. YS Book Cart 2. YS Media Cart |

Assist with customer service questions on floor while shelving.

**Closing duties:**

* Restock copy machines and computer printer with paper (RRA paper is stored in the staff workroom in supply closet, YS paper is found in the cabinet under the staff printer in the staff workroom)
* Pick up all books left on tables or re-shelving carts, take to circulation and put on AMH belt.
* Help desk staff put keyboards and mice up on all public PCs.
* Help desk staff clear the department and bathrooms to ensure customers are gone.