

Name: _____

Period: _____

Library Student Service Training Checklist

Directions: Access the student service lessons through the library web page. You are expected to complete lessons 1, 2a, and 2b during the first week of the semester. You will complete lessons 3 and 4 during the second week.

Lesson 1 - Clean Sweep

Have an adult initial the completed assignments in the left column. Take notes about the assignments in the right column. Study your notes!

Assignments	Notes
1: _____ 2: _____	

Lesson 2a - Staying Organized Pt 1

Have an adult initial the completed assignments in the left column. Take notes about the assignments in the right column. Study your notes!

Assignments	Notes
3: _____ 4: _____ 5: _____ 6: _____	

Lesson 2b - Staying Organized Pt 2

Have an adult initial the completed assignments in the left column. Take notes about the assignments in the right column. Study your notes!

Assignments	Notes
7: _____ 8:cart 1 _____ 8:cart 2 _____ 8:cart 3 _____	

Lesson 3 - Customer Service

Have an adult initial the completed assignments in the left column. Take notes about the assignments in the right column. Study your notes!

Assignments	Notes
9: _____ 10: _____	

Lesson 4 - Finishing Touches

List the jobs you may need to do. Put a star next to the one you will do best.

Star	Jobs