

# PolyConnect - ToDo List

Day of the Week \_\_\_\_\_

Date \_\_\_\_\_

Questions - How many? \_\_\_\_\_

Technical/Printing		Other	Research
<b>Everyday</b>		<b>Saturday and Sunday</b>	
<b>First Thing:</b>		<b>First Thing:</b>	
Print & Post Collab. Room Sched.	Print Name	Print Collab. Room Sched.	Print Name
Print Faculty Study Room Sched.	Print Name	Print Faculty Study Room Sched	Print Name
Chairs, Supplies PolyConnect	Print Name	Post scheds Collab rooms, 303, 411, 502	Print Name
Paper Reference	Print Name	Chairs, Supplies PolyConnect	Print Name
Paper 111B	Print Name	Paper PolyConnect	Print Name
Lost & Found to Circulation	Print Name	Paper Reference	Print Name
<b>1:00 - 2:00</b>		Paper 111B	Print Name
Paper PolyConnect	Print Name	Paper 217 (counter)	Print Name
		Paper 216A	Print Name
		Paper 216B	Print Name
		Paper 217C	Print Name
		Paper 217D	Print Name
		Paper 301 Grad	Print Name
		Paper 3rd Floor Elev.	Print Name
		Paper 4th Floor Elev.	Print Name
		Paper 5th Floor Elev.	Print Name
		Lost & Found to Circulation	Print Name
<b>45 Min Prior to Closing</b>		<b>45 Min Prior to Closing</b>	
Inventory (3-hour equip)	Print Name	Inventory (3-hour equip)	Print Name
Empty office trash (4 cans)	Print Name	Empty office trash (4 cans)	Print Name
Paper PolyConnect	Print Name	Paper PolyConnect	Print Name
<b>FRIDAY</b>			
<b>45 Min Prior to Closing</b>			
Inventory (3-hour equip)	Print Name		
Inventory (3-day equip)	Print Name		
Empty office trash (4 cans)	Print Name		
Paper PolyConnect	Print Name		

**Daily Notes**

**PolyConnect - Nightly Inventory**

Date \_\_\_\_\_

Call # - Copy #	On Shelf?	In System
<b>Calc - Graphing 1</b>		in/out
Calc - Graphing 2		in/out
<b>Calc - Scientific 1</b>		in/out
Calc - Scientific 2		in/out
<b>HDMI to Display #01</b>		in/out
HDMI to Display #02		in/out
HDMI to Display #03		in/out
HDMI to Display #04		in/out
HDMI to Display #05		in/out
<b>HDMI to Mac #01</b>		in/out
HDMI to Mac #02		
HDMI to Mac #03		in/out
HDMI to Mac #04		in/out
HDMI to Mac #05		in/out
<b>headphones 101</b>		in/out
headphones 102		in/out
headphones 103		in/out
headphones 104		in/out
headphones 105		in/out
headphones 106		in/out
headphones 107		in/out
headphones 108		in/out
headphones 109		in/out
headphones 110		in/out
<b>headphones 201</b>		in/out
headphones 202		in/out
headphones 203		in/out
headphones 204		in/out
headphones 205		in/out
headphones 206		in/out
headphones 207		in/out
headphones 208		in/out
headphones 209		in/out
headphones 210		in/out
<b>lamp</b>		in/out
<b>laptop cable 01</b>		in/out
laptop cable 02		in/out
laptop cable 03		in/out
laptop cable 04		in/out
laptop cable 05		in/out
laptop cable 06		in/out
laptop cable 07		in/out
laptop cable 08		in/out
laptop cable 09		in/out
laptop cable 10		in/out
laptop cable 11		in/out
laptop cable 12		in/out
laptop cable 13		in/out
laptop cable 14		in/out
laptop cable 15		in/out
laptop cable 16		in/out
laptop cable 17		in/out
laptop cable 18		in/out
<b>mouse 1</b>		in/out
mouse 2		in/out
mouse 3		in/out
mouse 4		in/out
mouse 5		in/out
mouse 6		in/out
mouse 7		in/out
mouse 8		in/out
mouse 9		in/out
mouse 10		in/out

Call # - Copy #	On Shelf	In System
<b>laptop 2012 # 61</b>		in/out
laptop 2012 # 62		in/out
<b>laptop 2013 # 01</b>		in/out
laptop 2013 # 02		in/out
laptop 2013 # 03		in/out
laptop 2013 # 04		in/out
laptop 2013 # 05		in/out
laptop 2013 # 06		in/out
laptop 2013 # 07		in/out
laptop 2013 # 08		in/out
laptop 2013 # 09		in/out
laptop 2013 # 10		in/out
laptop 2013 # 11		in/out
laptop 2013 # 12		in/out
laptop 2013 # 13		in/out
laptop 2013 # 14		in/out
laptop 2013 # 15		in/out
laptop 2013 # 16		in/out
laptop 2013 # 17		in/out
laptop 2013 # 18		in/out
laptop 2013 # 19		in/out
laptop 2013 # 20		in/out
<b>laptop 2014 # 21</b>		in/out
laptop 2014 # 22		in/out
laptop 2014 # 23		in/out
laptop 2014 # 24		in/out
laptop 2014 # 25		in/out
laptop 2014 # 26		in/out
laptop 2014 # 27		in/out
laptop 2014 # 28		in/out
laptop 2014 # 29		in/out
laptop 2014 # 30		in/out
laptop 2014 # 31		in/out
laptop 2014 # 32		in/out
laptop 2014 # 33		in/out
laptop 2014 # 34		in/out
laptop 2014 # 35		in/out
laptop 2014 # 36		in/out
laptop 2014 # 37		in/out
laptop 2014 # 38		in/out
laptop 2014 # 39		in/out
laptop 2014 # 40		in/out
laptop 2014 # 41		in/out
laptop 2014 # 42		in/out
laptop 2014 # 43		in/out
laptop 2014 # 44		in/out
laptop 2014 # 45		in/out
laptop 2014 # 46		in/out
laptop 2014 # 47		in/out
laptop 2014 # 48		in/out
laptop 2014 # 49		in/out
laptop 2014 # 50		in/out
<b>3-hour iPad #01</b>		in/out
3-hour iPad #02		in/out
3-hour iPad #03		in/out
3-hour iPad #04		in/out
3-hour iPad #05		in/out
3-hour iPad #06		in/out
3-hour iPad #07		in/out
3-hour iPad #08		in/out
3-hour iPad #09		in/out
3-hour iPad #10		in/out
Mac to VGA-HDMI #1		in/out
Mac to VGA-HDMI #2		in/out
Mac to VGA-HDMI #3		in/out
Mac to VGA-HDMI #4		in/out
Mac to VGA-HDMI #5		in/out