

POLYCONNECT – Daily Tasks and Stats

DAY OF THE WEEK:		DATE:	
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OPENING TASKS:		
Chairs, Supplies	PolyConnect	Initials
Paper	PolyConnect	Initials
Paper	Floor 1 - Reference	Initials
Paper	Lab 111B	Initials
Clean, Organize Desk	Office	Initials

MID-DAY TASKS (2PM):		
Paper	PolyConnect	Initials

CLOSING TASKS:		
Inventory- 3-Hour Equipment	Office	Initials
Inventory- 3-Day Equipment	Office	Initials
Put way charged camera batteries	Office	Initials
Empty Trash Cans	Office	Initials
Paper	PolyConnect	Initials
Turn in Lost & Found items	Circulation Desk	Initials

ADDITIONAL SATURDAY AND SUNDAY TASKS:		
Schedules, Supplies (at opening)	Fishbowl Collab. Rooms (Floor 2)	Initials
Paper (during double-staffed hours)	All Library Printers (Floors 1 -5)	Initials

# QUESTIONS ASKED:			
Technical:	Printing:	Research:	Other:
Total	Total	Total	Total
Tally	Tally	Tally	Tally

NOTES:

POLYCONNECT – 3-Day Inventory

Copy No.	On Shelf? ▼	Not Due ▼	Message in System/ Late Due Date
adaptive headset			
adaptive keyboard			
adaptive mouse			
assistive laptop			
scanner			
audio recorder 1			
audio recorder 2			
audio recorder 3			
audio recorder 4			
audio recorder 5			
audio recorder 6			
audio recorder 7			
audio recorder 8			
tripod 1			
tripod 2			
tripod 3			
tripod 4			
tripod 5			
still camera 1			
still camera 2			
still camera 3			
still camera 4			
still camera 5			
screen 40" 1			
screen 40" 2			
screen 40" 3			
screen 40" 4			
screen 40" 5			
projector 4			
projector 5			
projector 6			
projector 7			
projector 8			
projector 9			
projector 10			
video camera 1			
video camera 2			
video camera 3			
video camera 4			
video camera 5			
video camera 6			
video camera 7			
video camera 8			
video camera 9			
video camera 10			

Copy No.	On Shelf? ▼	Not Due ▼	Message in System/ Late Due Date
Find iPad status in Millennium, Search Holds, " iPad 3 day"			
iPad # 6627			
iPad # 6635			
iPad # 6643			
iPad # 6650			
iPad # 6668			
iPad # 6676			
iPad # 6684			
iPad # 6692			
iPad # 6700			
iPad # 6718			
iPad # 6726			
iPad # 6734			
iPad # 6742			
iPad # 6759			
iPad # 6767			
iPad # 6775			
iPad # 6783			
iPad # 6791			
iPad # 6809			
iPad # 6817			
iPad # 6825			
iPad # 6833			
iPad # 6841			
iPad # 6858			
iPad # 6866			
iPad # 6874			
iPad # 6882			
iPad # 6890			
iPad # 6908			
iPad # 6916			
iPad # 0702			
iPad # 0710			
iPad # 0728			
iPad # 0736			
iPad # 0744			
iPad # 0751			
iPad # 0769			
iPad # 0777			
iPad # 0785			
iPad # 0793			
iPad # 0801			
iPad # 0819			
iPad # 0827			
iPad # 0835			
iPad # 0850			
iPad # 0868			
iPad # 0876			
iPad # 0884			
iPad # 0892			
iPad # 0900			