

## POLYCONNECT – Daily Tasks and Stats

<b>DAY OF THE WEEK:</b>		<b>DATE:</b>	
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<b>OPENING TASKS:</b>		
Organize Chairs, Refill Supplies	PolyConnect Lab	Initials
Paper	PolyConnect Lab Printers	Initials
Paper	Floor 1 Printers (in front of 111B)	Initials
Clean, Organize Desk	Office	Initials

<b>MONDAY-FRIDAY, WHEN DOUBLE STAFFED @ 8am:</b>		
Post Schedules, Organize Chairs	2 <sup>nd</sup> Floor Fishbowls (Student + Faculty)	Initials
Post Schedule	One Button Studio	Initials
Paper	Labs 111B, 216A, 216B, 217C, 217D	Initials
Paper	PolyCard Printers on Floor 2, 3, 4, 5	Initials
Paper	Grad Study (Room 301)	Initials

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

<b>SATURDAY AND SUNDAY TASKS:</b>		
Schedules, Supplies (at opening)	Fishbowl Collab. Rooms (Floor 2)	Initials
Paper (only if double-staffed)	All PolyCard Printers (Floors 1 -5)	Initials

<b># QUESTIONS ASKED:</b>			
Technical:	Total	Printing:	Total
Tally		Tally	
		Research:	Total
		Other:	Total
		Tally	

<b>NOTES:</b>

# POLYCONNECT – 3-Day Inventory

Copy No.	On Shelf? ▼	Not Due ▼	Message in System/ Late Due Date
<b>adaptive headset</b>			
<b>adaptive keyboard</b>			
<b>assistive mouse</b>			
<b>audio recorder 1</b>			
audio recorder 2			
audio recorder 3			
audio recorder 4			
audio recorder 5			
audio recorder 6			
audio recorder 7			
audio recorder 8			
<b>DSLR camera 1</b>			
DSLR camera 2			
DSLR camera 3			
DSLR camera 4			
DSLR camera 5			
DSLR camera 6			
DSLR camera 7			
DSLR camera 8			
DSLR camera 9			
DSLR camera 10			
<b>GoPro camera 1</b>			
GoPro camera 2			
GoPro camera 3			
GoPro camera 4			
GoPro camera 5			
GoPro camera 6			
GoPro camera 7			
GoPro camera 8			
GoPro camera 9			
GoPro camera 10			
<b>scanner</b>			
<b>tripod 1</b>			
tripod 2			
tripod 3			
tripod 4			
tripod 5			
tripod 6			
tripod 7			
tripod 8			
tripod 9			
tripod 10			

Copy No.	On Shelf? ▼	Not Due ▼	Message in System/ Late Due Date
Find iPad status in Millennium, Search Holds, " iPad 3 day"			
iPad # 01			
iPad # 02			
iPad # 03			
iPad # 04			
iPad # 05			
iPad # 06			
iPad # 07			
iPad # 08			
iPad # 09			
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