LIBRARY MONITOR RESPONSIBILITIES

Shift: 8:50 a.m. – 12:00 p.m.

There are two library monitors each week. Please remain at the library table during your shift (short breaks are okay when no one is visiting the library).

Set-Up Library
- Place a table and two chairs near the kitchen door. The table is in the Common Room closet.
- Take the folding crate for returned books from the bookshelf; place the crate on the table.
- Help the Common Room Monitor remove materials from the library.

Monitor Library
- Students should place items to be returned in the crate.
- Use the Keisho Center phone to log in to the Libib app (username and password are saved in the phone).
- To check in returned books, in the Libib app, tap Lending > Start Check In.
  - Scan each book's QR code.
  - Re-shelve the books in the appropriate section of the library.
- To check out books, in the Libib app, tap Lending > Start Check out.
  - Ask the student's homeroom class and name.
  - Find the student's name on the list. Scan the QR code next to their name.
  - Scan each book's QR code. Books are checked out for two weeks.

Maintain Library
- Help keep the library organized by scanning to make sure books are shelved in the appropriate sections and by tossing any trash.
- Set aside and note any donated books, books that are not in the Libib system, or books that need a new QR sticker.
- Sweep and dust the library as needed.

At 12:00 p.m.
Start closing the library by returning the crate and putting the table in the closet. Please make sure that the Library room is neat and orderly. Return the chairs to their original location. Communicate any needs to the GM (Sean Kinnard).