

Parent College Library : Library Activity Log
Library Assistant

Date : _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Circulation, returning, borrowing						
Supervision / teaching of students						
Video/ Camera management						
Collecting resources - creating lists, collecting books						
Tech support / troubleshooting						
Cataloguing / labelling						
Display						
Shelving / tidying						
Professional learning						
Magazines						
Printing / top up						
Meetings						
Overdue notices						
teacher inquiry / interaction						
student inquiry						
parent interaction						
Other						

Circulation desk: Circulation desk

Working with students : teaching OPAC, databases, helping to find resources, training students

Video Camera Management : Recharging, sorting, borrowing,

Collecting resources: Gathering materials, finding resources, bibliographies, reading lists, suggesting materials. creating lists

Tech support : support staff and students on software, hardware, photocopying, database, Oliver etc.

Cataloguing / labelling :

Display :

Shelving / tidy up:

Professional learning : professional reading, conferences, workshops, podcasts, etc

Magazines : cataloguing, organising fixing

Meetings : Staff meetings,

Other : camp, duty, before and after school hours, weekend school functions, teacher