

Make Checking Items In/Out Easy for Volunteers

Tip for: 09.11.17

Sometimes you may be blessed with volunteer help, whether it be parents or students. Several years ago, a librarian shared his method of making it easy for volunteers to check books in and out. He made wonderful step-by-step strips that could be put at the Circulation desk, and incorporated some of the command barcodes so that the procedure was easy and scanner-based. We've made a PDF rendition of his idea, which you can download through either of the following links.



CKOUT-TABLE.pdf

Print the sheet, put it in a plastic protector, and you're ready to go!

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