

Ephrata Public Library Circulation Checklist

Name _____

Hire date _____

Skills	Satisfactory	Needs Improvement
Millennium		
Logging in		
Checking In		
Checking in items		
Items returned with missing pieces		
Patron Record		
Checking items out		
Performing a name search		
Expired patron record		
Inserting a message or note		
Renew		
Renewing		
Renew button		
Fines		
Collecting fines		
Waiving fines		
View this fine		
Fines paid		
Holds Tab		
Item ready for pick-up		
View cancelled holds		
New Library Card		
Issue a new card		
Replacement card		
Internet permission form		

Search/Holds Mode

Search by title, author, etc.

Search by barcode

Item Record

Modifying an item record

Inserting a message

HOLDS

Placing a title level hold

Placing an item level hold

Lost & Paid Item

Marking an item lost

Issuing a refund for a lost item

Millennium Offline

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Opening & Closing Procedures

Opening

Closing

Equipment

Telephone

Place a call on hold

Transfer a call

Cash Register

Cash payment

Check payment

Error sheet

Printer

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Copier

Double-Sided copy

Color copy

Refill paper trays

Replace ink cartridge

Fax

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Scanner

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Efiling

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Computers

Signing up for a computer		
Tourist pass		
Children's computers		
Cybrarian/CybraryNet		
Getting a public computer back into the que		
Deleting a patron from the que		
Inserting a patron into the que		
Manually reserving a computer		
Lengthening a computer session		
Sending a message		
Ending a computer session		

Online Catalog

Searching		
Title search		
Author search		
Subject search		
Advanced keyord search		
Limiting your search		
My Millennium		
Logging on		
Setting up an account		
Resetting a PIN		
My reading history		

Program Sign Ups

Events calendar		
Signing up online		
Calcium calendar		

eAudiobooks

Universal Class

Signing up for an account		
Answer information inquiries		

Kindles

Policy		
How to operate inquiries		

Rokus

Policy		
How to operate inquiries		

Access PA/ILLs

Searching for titles		
ILL guidelines		
Paperwork		

Online Resources

Ephrata Public Library website		
Virtual Ephrata		
Staff wiki		
Lilly		
Tumblebooks		
Tutor.com		
Learning Express Library		
Online Book Club		
Power Library databases		