

## APPENDIX H

### Marston Science Library Stack Maintenance Training Rubric [DRAFT]

Name: \_\_\_\_\_ UFID: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
 Completed student assistant manual? Initial/Date \_\_\_\_\_

Time Frame	Skills	Task	Expectations	Date	Signature
Day 1	Orientation/Library Tour	Knowledge of material locations, reshelving areas, LC and Dewey classifications, relevant circ shelves and certain staff.	Able to show locations of materials on a map		
Day 1/2	Daily Activities Training	Hands-on training including taking a cart up, sweeping, daily activities log, reshelving order of the floors, clock-in and -out procedures and what to do if you cannot come in.	Able to walk the supervisor/floor supervisor through the daily activities they would tend to during a day and explain why priority is given to certain tasks		
Week 2	PeopleSoft	Enter current time for the day as well as future and past time, change AM/PM, and how to view paycheck.	Able to enter the time for a week's work, view past weeks and view paycheck and explain what each part of the screen does		
One Month	Basic Catalog Training	Training to search by call number, title, find item location, read holdings information, find item status, and find locations of items on the floors	Able to help a patron find item information in the catalog and help them locate the item		
<b>Advanced Training</b> For students working more hours, seeking more responsibility, who have been here for a minimum of one semester					
One semester - one year	Labeling	Training on how to collect items needing labels, use label program and Items module	Able to find and label a book correctly and explain each step of the process		
One semester - one year	ALEPH	Training on how to sign in to ALEPH, distinction between the modules, how to search by call number, title and barcode, how to find and read an item record and how to assign barcodes	Able to explain the uses of the ALEPH modules, how to find a record and explain the information given, and explain how to give an item a barcode		