

Clerical Interests: Library Duties

Instructor: Note that these questions may require adjustment to fit the understanding of the student. Moreover, actual experience is likely to change the student's preference and make it more valid. Encourage the student to take his best guess, especially when doing this for the first time and when the student has no direct experience yet with clerical work.

Name: _____

Date: _____

	1 NOT AT ALL	2 MAYBE	3 YES	4 VERY MUCH
1) Do you think you would like to work in a library?				
2) Do you think you would like working with a scanner to process returned books when customers bring them back?				
3) Do you think you would like pushing a cart of books and placing books back on the correct shelves after they are scanned?				
4) Do you think you would like helping customers by scanning their library card, scanning books for them to check out and documenting this in the computer?				
5) Do you think you would like to enter data on library books into specific customer files on the computer?				
6) Do you think you would like to answer customer questions and help them find the information they need?				
7) Do you think you would like to process periodicals, magazines and newspapers for customer access? This requires receiving the material, documenting it in the computer and arranging the material for customer access on shelves and in displays.				

	1 NOT AT ALL	2 MAYBE	3 YES	4 VERY MUCH
8) Do you think you would like to receive and process new books? This requires using the computer to determine the call number, documenting receipt of the book in the computer, printing a barcode or security tag, and placing the tag on the book.				
9) Sometimes books get placed in the wrong place on the shelves in a library. Someone must scan the shelves and put the books in the correct order. Do you think you would like scanning shelves to assure that books are in the right order?				
10) Do you think you would like inspecting books for damage and sorting them so that repairs can occur?				