

Clerical Strengths: Library Skills

Instructor: Note that these questions may require adjustment to fit the understanding of the student. The wording, 'how capable' may require adjustment, such as 'how well would I work in...' or 'how good would I be...' Moreover, actual experience is likely to change the student's perception and make it more valid.

Name: _____

Date: _____

	1 NOT GOOD	2 FAIR	3 GOOD	4 SUPER
1) How capable would I be working in a library?				
2) How capable would I be working with a scanner to process returned books when customers bring them back?				
3) How capable would I be pushing a cart of books and placing books back on the correct shelves after they are scanned?				
4) How capable would I be helping customers by scanning their library card, scanning books for them to check out and documenting this in the computer?				
5) How capable would I be entering data on library books into specific customer files on the computer?				
6) How capable would I be answering customer questions and help them find the information they need?				
7) How capable would I be processing 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 GOOD	2 FAIR	3 GOOD	4 SUPER
8) <i>How capable would I be receiving and processing 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?</i>				
9) <i>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. How capable would I be scanning shelves to assure that books are in the right order?</i>				
10) <i>How capable would I be inspecting books for damage and sorting them so that repairs can occur?</i>				

