

Handout #3: Cross Training Checklist: Adult to Children's

Training Areas	Completed	Notes
Tour Map/Layout of collection Highlights of circulating collection Book display locations Explanation of collection codes and genres (stickers and labels)		
Children's Reference Collection		
Ready Reference Print sources at the desk Online bookmarks		
Kids', 6th Grade and Teen websites		
Reference Behaviors Reference interview (difference in ages) Working with teachers		
Readers' Advisory Readers' advisory interview Reading level/lexile Notebooks Reference material Sure Bets for Children's Fiction (intranet) Children's Book Awards (web) YA Readers' Advisory Author List (intranet) Teen Bookshelf (web)		
Child Psychology Appropriate/inappropriate behavior		
Desk Procedures Computers—log on and log off Filtering software (passwords and procedures) Bulletin boards Educator loans/multiple copies		
Programs Registration Exceptions and rules Storytime categories: ages, drop-in, specials Name labels Bathroom and getting parent Building evacuation Publicity School visits/library hours Use of AV equipment		
Files and Forms (print and online) Desk notebook/memo notebook Meeting room calendar Homework assignments, Homework excuse form Volunteer information		

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