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| **Handout #3: Cross Training Checklist: Adult to Children’s** |
| **Training Areas** | **Completed** | **Notes** |
| **Tour**Map/Layout of collectionHighlights of circulating collectionBook display locationsExplanation of collection codes and genres (stickers and labels) |  |  |
| **Children’s Reference Collection** |  |  |
| **Ready Reference** Print sources at the deskOnline bookmarks |  |  |
| **Kids’, 6th Grade and Teen websites** |  |  |
| **Reference Behaviors**Reference interview (difference in ages)Working with teachers |  |  |
| **Readers’ Advisory**Readers’ advisory interviewReading level/lexileNotebooksReference materialSure 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 offFiltering software (passwords and procedures)Bulletin boardsEducator loans/multiple copies |  |  |
| **Programs**RegistrationExceptions and rulesStorytime categories: ages, drop-in, specialsName labelsBathroom and getting parentBuilding evacuationPublicitySchool visits/library hoursUse of AV equipment |  |  |
| **Files and Forms (print and online)**Desk notebook/memo notebookMeeting room calendarHomework assignments, Homework excuse formVolunteer information |  |  |