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| **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 |  |  |