

Memo

To: All Student Assistants
From: Steven Kolberg & Cindy Campbell
Date: February 23, 2011
Re: Processing & Shelving

Please Read and Sign!

Hello everyone,

Placed on the security desk is a check list for processing. It is simplified from the manual and has listed all of the essential items you all will be processing. **Use this as a guide every single time you process and check it off with a dry erase marker.** This is to ensure that the processed items are uniform. Even if you have been processing forever here, use this guide to be sure your processing is up to the current standards. The current manual is being revised currently to be more user friendly for you all and will be finished and printed soon.

Thank you,

Steven Kolberg & Cindy Campbell