

Student Librarian Work Log

Name: _____

To determine monthly performance points

Dates: _____

PLEASE HAND IN YOUR COMPLETED LOGS, STAPLED TOGETHER, AT THE END OF EACH MONTH.

<i>This week, I...</i>	M	T	W	Th	F
Processed newspapers					
Processed magazines					
Processed books					
Cleaned/dusted/watered plants					
Worked directly with customers at circulation desk					
Read/checked my shelves					
Delivered things or ran errands					
Checked in books					
Other (specify)					
Helped someone find a book					

What percentage of your time this week was spent on your library assignments? _____

What percentage of your time was spent on homework or reading? _____

Out of 20 points, how would you score yourself this week for a performance grade? _____/20

Justification: