

END OF MONTH CHECKSHEET

Date: 2020-21

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
SEND FINE MONEY – I only send money if it is more than \$10 or so in a month. You should always send in money of any amount at the end of each fiscal year.												
PUBLIC & STAFF PRINTER STATS												
CIRCULATION STATISTICS *												
GTRIMBLE STATISTICS												
GALEN												
ILL STATISTICS												
E-MAIL ILL STATS TO GINGER												
DISCARD PAPERS, EMAIL RACHEL												
CHECK DISPLAY FOR CLAIMS – If you are missing any periodical issues, file a claim in Ebsconet.												
EBSCONET CLAIM CHECKER												
CHECK ON UNRESOLVED CLAIMS												
CHECK ON UNRESOLVED CLAIMS												
MAKE PERIODICAL BOXES												

* For Bibliographic Instruction, off-site = off-campus

* Check Library web site, "Hours and Facilities," then scroll down to "Clarion University Libraries Events" to see what classes Teresa has entered for each month. Then check Suhr calendar for number of students.