

Adult & Teen Dept. Check/Clean AV Materials Task Description

Task	Check/clean Main Adult videos, CDs, and DVDs
When does the task have to be done?	Ongoing
What day and time?	Any time the library is open
How often does it need to be done?	Ongoing
Where does it need to be done?	Circulation and/or AV repair area
Approximately how much time is involved?	Ongoing
What skills are required?	Putting materials in machine
Personality traits needed?	Likes working alone; monotony
How many people are needed?	One or two people at a time
Who will train, supervise and evaluate the volunteer?	Tammy Keith
Comments	

Detailed description of task:

Clean and check all Main Adult videos, CDs, and DVDs for defects by using the RTI TapeChek and RTI DiscChek machines.

Videos:

1. Start at the beginning of the collection and pull one truckload of videos at a time to be cleaned and checked.
2. Operate the RTI TapeChek machine in the Circulation workroom to clean and check videos for defects.
3. If defects are found, set aside the video with a Post-it note telling how many defects were found.
4. Give defective videos to the AV Librarian (Dawn).
5. Reshelve the videos that had no defects.
6. Continue to the end of the collection.

CDs and DVDs:

Same procedures as above, but operate the RTI DiscChek machine located in the AV Storage area.