

May 18, 1984

To: Anne Turner
Subject: YES Employees
From: Susan Elgin

Tasks at Central Branch needing YES employees

Documents (prepare pamphlets and shelve).....	24 hours a week
Shelving paperbacks.....	10 hours a week
Shelf reading adult books.....	10 hours a week
Check shelves for requests.....	4 hours a week
Checking no transaction card file for 1 year old overdues...	3 hours a week
Cleaning children's records.....	3 hours a week
Search packets (overdues) in children's room.....	4 hours a week
Packing and unpacking branch boxes.....	10 hours a week
Covering new books.....	10 hours a week
Putting author labels on existing adult and children's fic..	20 hours a week
Shelving children's books.....	20 hours a week
Putting oversize labels on existing adult & children's book.	10 hours a week
Miscellaneous in art & music.....	32 hours a week

(shelving, shelf reading, magazines in order, sort
records, check c.c. for gifts, typing lists, etc.)

160 hours or 5 employees
at 32 hours each. **

Anne,

In past summers we have found students want 32 hours a week jobs rather than the lesser amounts which is why I have grouped requests into 5 employees. In specifying qualifications we have asked for: Maturity to report to work on time, to follow through with tasks, to request days off in advance and to report illness early in the day. We have also specified that employees know the alphabet and be able to file both numerically and alphabetically.

**One employee for children's
One employee for technical services
One employee for art & music
3/4 employee for adult services
One and 1/4 employee for circulation

