

SECOND SPOT CHECK – (2004)

FACULTY:

PRESENT:

DATE:

TIME:

	COMMENTS- JOEL RANCHARAN	MR. WOODYE'S RESPONSE
First Come, First Served Sign		
New School Bag Policy Sign		
Return Books Here Sign		
Take One Sign		
Computer Policy Sign (Sign in and out at Cir. Desk)		
Holding Area Sign		
Opening Hours Sign		
No Eating, Drinking, or Smoking Sign		
Library Missions Statement		
Borrowing Privileges		
Circulation Boxes: Cards etc.		
Circulation Stamps		
Photocopier Signs (Policy and Cost) Lecturer form to sign hen using		

photocopier		
Plagiarism Slips		
Library Bulletin Board		
Books checked out		
Users Statistics Form		
Overdue List		
Reading Room Form		
Circulation Policy Sign		
Evaluation Circulation and Reference Area – neat and in order		
Recording of Revenue		
CONCERNS:		