- Count cash box every morning
- Gate count at 7:30, 11:00 and 2:00
- Run notices
  - Item paging slips (local lending)
  - INN-Reach paging slips
  - Pick-Up Anywhere Paging Slips
- Sort mail in the p.m.
- Unpack items from NEOMED hospital courier and sort
- Sort and pack OhioLINK courier (Priority Dispatch)
- Sort and pack items for the NEOMED hospital courier
- Unpack OhioLINK courier (Priority Dispatch)
- Illiad- throughout the day
  - Clear copyright
  - Borrow for our patrons
  - Lend
- Determine which document requests are available electronically and fill requests as appropriate (see EJC Lending guidelines)
- Fill out OhioLink Manifest data form [http://manifest.ohiolink.edu/mdc/login](http://manifest.ohiolink.edu/mdc/login) location 211 password 211neoucom
- Daily ILL statistics for our books and hospital on sheet hanging in the packing area
- Answer phones
- Check the fax machine for incoming requests
- Fill in at the circ desk as needed
- Answer billing questions as needed
- Around 11:00 a.m. recheck and fill requests
- Empty hole punch on copiers and add paper—fill staplers