



TASKS AT A GLANCE

Daily

Print Review Incoming Requests

Review Provisional Requests

Check Generic e-mail Account

Print Automation System's Holds List

Monthly

Check items in "Received" status

Check items in "Returned" status

Check items in "Shipped" status

Tasks for System Administrators

Check in-Transit items on automation system

Check for duplicate ISBNs

Check for "Long Over Due" items