Keep Library Handovers on Track

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A lending log, a shelf check, and a return reminder help volunteers hand over unfinished work.

In this fictional neighborhood library, keeping track of books involves both an up-to-date lending log and a clear handover between volunteers. Together, the two notes describe a routine that carries outstanding work from one shift to the next. [S1] [S2]

Log the loan

At checkout, record the book title, its due date, and the status “On loan.” The title identifies the book, while the due date records when it should come back. Keep these details together in the lending log so they are available when volunteers check outstanding loans. [S1]

Check the handover

At each handover, compare the lending log with the books on the shelf. Write down any discrepancy or follow-up that needs the next shift’s attention. The incoming volunteer acknowledges the handover and follows up on outstanding returns, carrying those tasks into the next shift. [S2]

Follow up on returns

Each Friday, check the lending log for outstanding loans. This weekly review complements the shelf comparison made during a handover. When a book comes back, change its record to “Returned.” This keeps the log aligned with completed returns and gives volunteers a basis for their next check. Use the handover to pass along any follow-up still needing attention. [S1] [S2]

Illustrations

