

## PRINCE TASK CALENDAR WEEK 1

FROM: \_\_\_\_\_ to \_\_\_\_\_

**Sign off every task you complete, please! If any lack of supplies prevents you from completing a task, add it to the Prince supplies list in Basecamp and assign to Rachel Watkins.**

### Monday (\_\_\_\_\_)

\_\_\_\_\_ Organize and dust Board Books (now organized by color) and alphabetize Kids' Graphic Novels; remove and replace shelf talkers

\_\_\_\_\_ Check the events shelf for books related to any events happening at Five Points in the coming week and ship them in Basil. Put the shipment in a prominent location to be transported by a manager.

\_\_\_\_\_ Ensure that the Events shelf is organized in chronological order (events that are very soon = top left, furthest out = bottom right) and includes a shelf talker detailing each event.

\_\_\_\_\_ After closing, shelve all "street smart"/strict release books coming out that following Tuesday. This must be done before Tues. 10am.

### Tuesday (\_\_\_\_\_)

\_\_\_\_\_ Wipe down dusty/dirty A/C vent with duster first, then with a Clorox wipe.

\_\_\_\_\_ Run a wipe over keyboards & mice, clean computer screens of dust with a paper towel.

\_\_\_\_\_ Organize and dust Kids' Activities & Non-Fiction, and alphabetize Independent Readers. Remove and replace shelf talkers.

\_\_\_\_\_ Organize and inventory marker jail--by "inventory," I mean check our supply of all frequently needed items: receipt paper, blank shelf talkers, Avid stickers & bookmarks, shipment slips, copy paper, subscriptions info sheets & recipient cards, printer ink & toner, etc. etc. Direct all re-stock requests to either Rachel Watkins, Supplies Manager, or Kerri, who is placing all Bel-Jean orders going forward.

\_\_\_\_\_ Check to ensure there are no empty gaps in our greeting card spinner and racks. If there are, pull from backstock.

\_\_\_\_\_ Update the physical book club calendar (located on the wall to the right of CD2)

### Wednesday (\_\_\_\_\_)

\_\_\_\_\_ Alphabetize and dust Picture Books. Remove and replace shelf talkers.

\_\_\_\_\_ SO shelf work: remove expired holds (holds expire after 7 days), send email reminders for SOs, pull and shelve expired NP SOs, making sure you change the location in Basil and mark the SO as cancelled (NP SOs should be re-shelved after three weeks)

\_\_\_\_\_ Inspect Book Clubs shelf. Ensure that all books have an informational card listing all details of the book club. Ensure that nothing outdated remains on the shelf. If a book club book is out of stock, place a "More books coming soon!" sign in its spot, and add a few to the restock PO (use your good judgement here--if the book club is in two days, we don't need to re-stock.)

### Thursday (\_\_\_\_\_)

\_\_\_\_\_ Alphabetize and dust Graphic Novels and Comics. Remove and replace shelf talkers.

\_\_\_\_\_ Remove all books from the Golden Books and Who Was spinners, wipe all of their surfaces down with a Clorox wipe, then replace the books.

\_\_\_\_\_ Check Independent Reader, Kids' Graphic Novels, and Middle Grade shelves to ensure we have the first book in each series; add to the re-stock PO if we don't!

### Friday (\_\_\_\_\_)

\_\_\_\_\_ Alphabetize and dust YA. Remove and replace shelf talkers.

\_\_\_\_\_ Windex all glass. Remove grime from around the door handle by scrubbing with a wipe.

\_\_\_\_\_ Walk around the shop and remove all sidelines of which we only have one left. Check to make sure we don't have more in backstock. If there is truly only one of the item, ship it over to Five Points for Barbette to handle.

\_\_\_\_\_ Dust all shelves holding sidelines

### Saturday (\_\_\_\_\_)

\_\_\_\_\_ Alphabetize and dust Middle Grade. Remove and replace shelf talkers.

\_\_\_\_\_ Inspect the Events and Book Clubs shelves. Ensure that all books have an informational card listing all details of the event or book club (the laminated signs for each club are located in the yellow file folder marked "Oversized/Misc. Shelf Talkers"). Ensure that nothing outdated remains on the shelf. If a book club book is out of stock, place a "More books coming soon!" sign in its spot, and add a few to the restock PO (use your good judgement here--if the book club is in two days, we don't need to re-stock.)

### Sunday (\_\_\_\_\_)

\_\_\_\_\_ Alphabetize and dust Small Press and Sci-Fi/Fantasy. Remove and replace shelf talkers.

\_\_\_\_\_ Clean BOTH vacuum filters in the sink: the dust bag AND the one located beneath the dust bag that looks like a cylinder (twist to un-screw it and then wash it between the folds where dirt gathers). Let dry before replacing them (consult the how-to images on the side of the vacuum if you need help)

## PRINCE TASK CALENDAR WEEK 2

FROM: \_\_\_\_\_ to \_\_\_\_\_

**Initial every task you complete, please! If any lack of supplies prevents you from completing a task, add it to the Prince supplies list in Basecamp and assign to Rachel Watkins.**

### Monday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Fiction pt. 1; remove and replace shelf talkers
- \_\_\_\_\_ Check the events shelf for books related to any events happening at Five Points in the coming week and ship them in Basil. Put the shipment in a prominent location to be transported by a manager.
- \_\_\_\_\_ Ensure that the Events shelf is organized in chronological order (events that are very soon = top left, furthest out = bottom right) and includes a shelf talker detailing each event.
- \_\_\_\_\_ Organize and inventory marker jail--by "inventory," I mean check our supply of all frequently needed items: receipt paper, blank shelf talkers, Avid stickers & bookmarks, shipment slips, copy paper, subscriptions info sheets & recipient cards, printer ink & toner, etc. etc. Direct all re-stock requests to either Rachel Watkins, Supplies Manager, or Kerri, who is placing all Bel-Jean orders going forward.

### Tuesday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Fiction pt. 2. Remove and replace shelf talkers
- \_\_\_\_\_ Organize cash wrap; empty stale Lost and Found items.
- \_\_\_\_\_ Check to ensure there are no empty gaps in our greeting card spinner and racks. If there are, pull from backstock
- \_\_\_\_\_ Update the physical book club calendar (located on the wall to the right of CD2)
- \_\_\_\_\_ Run a wipe over keyboards & mice, clean computer screens of dust with a paper towel.

### Wednesday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Essay & Criticism and Music. Remove and replace shelf talkers.
- \_\_\_\_\_ SO shelf work: remove expired holds (holds expire after 7 days), send email reminders for SOs, pull and shelve expired NP SOs, making sure you change the location in Basil and mark the SO as cancelled (NP SOs should be re-shelved after three weeks)
- \_\_\_\_\_ Inspect Book Clubs shelf. Ensure that all books have an informational card listing all details of the book club. Ensure that nothing outdated remains on the shelf. If a book club book is out of stock, place a "More books coming soon!" sign in its spot, and add a few to the restock PO (use your good judgement here--if the book club is in two days, we don't need to re-stock.)

### Thursday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Poetry and Spanish. Remove and replace shelf talkers.
- \_\_\_\_\_ Remove all books from the Golden Books and Who Was spinners, wipe all of their surfaces down with a Clorox wipe, then replace the books.
- \_\_\_\_\_ Check Independent Reader, Kids' Graphic Novels, and Middle Grade shelves to ensure we have the first book in each series; add to the re-stock PO if we don't!

### Friday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Mind/Body/Spirit and Home & Gardening. Remove and replace shelf talkers.
- \_\_\_\_\_ Windex all glass. Remove grime from around the door handle by scrubbing with a wipe.
- \_\_\_\_\_ Walk around the shop and remove all sidelines of which we only have one left. Check to make sure we don't have more in backstock. If there is truly only one of the item, ship it over to Five Points for Barbette to handle.
- \_\_\_\_\_ Remove and dust beneath all sidelines/journals on the main teal display shelf.

### Saturday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Science and Cookbooks & Food. Remove and replace shelf talkers.
- \_\_\_\_\_ Inspect the Events and Book Clubs shelves. Ensure that all books have an informational card listing all details of the event or book club. Ensure that nothing outdated remains on the shelf (the laminated signs for each club are located in the yellow file folder marked "Oversized/Misc. Shelf Talkers"). If a book club book is out of stock, place a "More books coming soon!" sign in its spot, and add a few to the restock PO (use your good judgement here--if the book club is in two days, we don't need to re-stock.)

### Sunday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust History/Current Events and Race/Gender/Sexuality. Remove and replace shelf talkers.
- \_\_\_\_\_ Clean BOTH vacuum filters in the sink: the dust bag AND the one located beneath the dust bag that looks like a cylinder (twist to un-screw it and then wash it between the folds where dirt gathers). Let dry before replacing them (consult the how-to images on the side of the vacuum if you need help).

### PRINCE TASK CALENDAR WEEK 3

FROM: \_\_\_\_\_ to \_\_\_\_\_

**Sign off every task you complete, please! If any lack of supplies prevents you from completing a task, add it to the Prince supplies list in Basecamp and assign to Rachel Watkins.**

#### Monday (\_\_\_\_\_)

\_\_\_\_\_ Organize and dust Board Books (now organized by color) and alphabetize Kids' Graphic Novels; remove and replace shelf talkers

\_\_\_\_\_ Check the events shelf for books related to any events happening at Five Points in the coming week and ship them in Basil. Put the shipment in a prominent location to be transported by a manager.

\_\_\_\_\_ Ensure that the Events shelf is organized in chronological order (events that are very soon = top left, furthest out = bottom right) and includes a shelf talker detailing each event.

\_\_\_\_\_ After closing, shelve all "street smart"/strict release books coming out that following Tuesday. This must be done before Tues. 10am.

#### Tuesday (\_\_\_\_\_)

\_\_\_\_\_ Wipe down dusty/dirty A/C vent with duster first, then with a Clorox wipe.

\_\_\_\_\_ Run a wipe over keyboards & mice, clean computer screens of dust with a paper towel.

\_\_\_\_\_ Organize and dust Kids' Activities & Non-Fiction, and alphabetize Independent Readers. Remove and replace shelf talkers.

\_\_\_\_\_ Organize and inventory marker jail--by "inventory," I mean check our supply of all frequently needed items: receipt paper, blank shelf talkers, Avid stickers & bookmarks, shipment slips, copy paper, subscriptions info sheets & recipient cards, printer ink & toner, etc. etc. Direct all re-stock requests to either Rachel Watkins, Supplies Manager, or Kerri, who is placing all Bel-Jean orders going forward.

\_\_\_\_\_ Check to ensure there are no empty gaps in our greeting card spinner and racks. If there are, pull from backstock.

\_\_\_\_\_ Update the physical book club calendar (located on the wall to the right of CD2)

#### Wednesday (\_\_\_\_\_)

\_\_\_\_\_ Alphabetize and dust Picture Books. Remove and replace shelf talkers.

\_\_\_\_\_ SO shelf work: remove expired holds (holds expire after 7 days), send email reminders for SOs, pull and shelve expired NP SOs, making sure you change the location in Basil and mark the SO as cancelled (NP SOs should be re-shelved after three weeks)

\_\_\_\_\_ Inspect Book Clubs shelf. Ensure that all books have an informational card listing all details of the book club. Ensure that nothing outdated remains on the shelf. If a book club book is out of stock, place a "More books coming soon!" sign in its spot, and add a few to the restock PO (use your good judgement here--if the book club is in two days, we don't need to re-stock.)

#### Thursday (\_\_\_\_\_)

\_\_\_\_\_ Alphabetize and dust Graphic Novels and Comics. Remove and replace shelf talkers.

\_\_\_\_\_ Remove all books from the Golden Books and Who Was spinners, wipe all of their surfaces down with a Clorox wipe, then replace the books.

\_\_\_\_\_ Check Independent Reader, Kids' Graphic Novels, and Middle Grade shelves to ensure we have the first book in each series; add to the re-stock PO if we don't!

#### Friday (\_\_\_\_\_)

\_\_\_\_\_ Alphabetize and dust YA. Remove and replace shelf talkers.

\_\_\_\_\_ Windex all glass. Remove grime from around the door handle by scrubbing with a wipe.

\_\_\_\_\_ Walk around the shop and remove all sidelines of which we only have one left. Check to make sure we don't have more in backstock. If there is truly only one of the item, ship it over to Five Points for Barbette to handle.

\_\_\_\_\_ Dust all shelves holding sidelines

#### Saturday (\_\_\_\_\_)

\_\_\_\_\_ Alphabetize and dust Middle Grade. Remove and replace shelf talkers.

\_\_\_\_\_ Inspect the Events and Book Clubs shelves. Ensure that all books have an informational card listing all details of the event or book club (the laminated signs for each club are located in the yellow file folder marked "Oversized/Misc. Shelf Talkers"). Ensure that nothing outdated remains on the shelf. If a book club book is out of stock, place a "More books coming soon!" sign in its spot, and add a few to the restock PO (use your good judgement here--if the book club is in two days, we don't need to re-stock.)

#### Sunday (\_\_\_\_\_)

\_\_\_\_\_ Alphabetize and dust Small Press and Sci-Fi/Fantasy. Remove and replace shelf talkers.

\_\_\_\_\_ Clean BOTH vacuum filters in the sink: the dust bag AND the one located beneath the dust bag that looks like a cylinder (twist to un-screw it and then wash it between the folds where dirt gathers). Let dry before replacing them (consult the how-to images on the side of the vacuum if you need help)

## PRINCE TASK CALENDAR WEEK 4

FROM: \_\_\_\_\_ to \_\_\_\_\_

**Initial every task you complete, please! If any lack of supplies prevents you from completing a task, add it to the Prince supplies list in Basecamp and assign to Rachel Watkins.**

### Monday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Fiction pt. 1; remove and replace shelf talkers.
- \_\_\_\_\_ Check the events shelf for books related to any events happening at Five Points in the coming week and ship them in Basil. Put the shipment in a prominent location to be transported by a manager.
- \_\_\_\_\_ Ensure that the Events shelf is organized in chronological order (events that are very soon = top left, furthest out = bottom right) and includes a shelf talker detailing each event.
- \_\_\_\_\_ Organize and inventory marker jail--by "inventory," I mean check our supply of all frequently needed items: receipt paper, blank shelf talkers, Avid stickers & bookmarks, shipment slips, copy paper, subscriptions info sheets & recipient cards, printer ink & toner, etc. etc. Direct all re-stock requests to either Rachel Watkins, Supplies Manager, or Kerri, who is placing all Bel-Jean orders going forward.

### Tuesday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Fiction pt. 2. Remove and replace shelf talkers
- \_\_\_\_\_ Organize cash wrap; empty stale Lost and Found items.
- \_\_\_\_\_ Check to ensure there are no empty gaps in our greeting card spinner and racks. If there are, pull from backstock
- \_\_\_\_\_ Update the physical book club calendar (located on the wall to the right of CD2)
- \_\_\_\_\_ Run a wipe over keyboards & mice, clean computer screens of dust with a paper towel.

### Wednesday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Essay & Criticism and Music. Remove and replace shelf talkers.
- \_\_\_\_\_ SO shelf work: remove expired holds (holds expire after 7 days), send email reminders for SOs, pull and shelve expired NP SOs, making sure you change the location in Basil and mark the SO as cancelled (NP SOs should be re-shelved after three weeks)
- \_\_\_\_\_ Inspect Book Clubs shelf. Ensure that all books have an informational card listing all details of the book club. Ensure that nothing outdated remains on the shelf. If a book club book is out of stock, place a "More books coming soon!" sign in its spot, and add a few to the restock PO (use your good judgement here--if the book club is in two days, we don't need to re-stock.)

### Thursday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Poetry and Spanish. Remove and replace shelf talkers.
- \_\_\_\_\_ Remove all books from the Golden Books and Who Was spinners, wipe all of their surfaces down with a Clorox wipe, then replace the books.
- \_\_\_\_\_ Check Independent Reader, Kids' Graphic Novels, and Middle Grade shelves to ensure we have the first book in each series; add to the re-stock PO if we don't!

### Friday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Mind/Body/Spirit and Home & Gardening. Remove and replace shelf talkers.
- \_\_\_\_\_ Windex all glass. Remove grime from around the door handle by scrubbing with a wipe.
- \_\_\_\_\_ Walk around the shop and remove all sidelines of which we only have one left. Check to make sure we don't have more in backstock. If there is truly only one of the item, ship it over to Five Points for Barbette to handle.
- \_\_\_\_\_ Remove and dust beneath all sidelines/journals on the main teal display shelf.

### Saturday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust Science and Cookbooks & Food. Remove and replace shelf talkers.
- \_\_\_\_\_ Inspect the Events and Book Clubs shelves. Ensure that all books have an informational card listing all details of the event or book club. Ensure that nothing outdated remains on the shelf (the laminated signs for each club are located in the yellow file folder marked "Oversized/Misc. Shelf Talkers"). If a book club book is out of stock, place a "More books coming soon!" sign in its spot, and add a few to the restock PO (use your good judgement here--if the book club is in two days, we don't need to re-stock.)

### Sunday (\_\_\_\_\_)

- \_\_\_\_\_ Alphabetize and dust History/Current Events and Race/Gender/Sexuality. Remove and replace shelf talkers.
- \_\_\_\_\_ Clean BOTH vacuum filters in the sink: the dust bag AND the one located beneath the dust bag that looks like a cylinder (twist to un-screw it and then wash it between the folds where dirt gathers). Let dry before replacing them (consult the how-to images on the side of the vacuum if you need help).