

# What do you know about your library?

The questions below identify what you now know and what knowledge you need to learn to run your library. You can record the status of your knowledge by circling "Know," "Not know," or "Still learning."

**1 - 42**  
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**Your library building**  
**Your library board**  
**Your library job**  
**Your library finances**  
**Tennessee library world**

## Your library building

### *Do you know, not know or are still learning ...*

Know	Not know	Still learning	1. the history of your library?
Know	Not know	Still learning	2. where all the light switches are?
Know	Not know	Still learning	3. where the thermostat is?
Know	Not know	Still learning	4. where heating and return vents are?
Know	Not know	Still learning	5. where the library catalog is?
Know	Not know	Still learning	6. where adult fiction collection is?
Know	Not know	Still learning	7. where adult non-fiction collection is?
Know	Not know	Still learning	8. where videos are?
Know	Not know	Still learning	9. where books on cassette are?
Know	Not know	Still learning	10. where children's picture books are?
Know	Not know	Still learning	11. where children's easy read books are?
Know	Not know	Still learning	12. where the shelf list is?
Know	Not know	Still learning	13. where the local history collection is?
Know	Not know	Still learning	14. where magazine storage is?
Know	Not know	Still learning	15. where the microfilms are?
Know	Not know	Still learning	16. where rotating books are?
Know	Not know	Still learning	17. where young adult rotating books are?
Know	Not know	Still learning	18. where the fire extinguishers are?
Know	Not know	Still learning	19. where the emergency exits are?
Know	Not know	Still learning	20. where the breaker boxes/fuses are?
Know	Not know	Still learning	21. where the water-heater is?
Know	Not know	Still learning	22. where the water shut-off is?
Know	Not know	Still learning	23. where flashlights are?
Know	Not know	Still learning	24. where emergency numbers are?
Know	Not know	Still learning	25. where to take customers when the tornado warning siren sounds?

Know	Not know	Still learning	26. where the library's insurance policies are?
Know	Not know	Still learning	27. who has keys to the library?
Know	Not know	Still learning	28. who cleans the library?
Know	Not know	Still learning	29. who is the building maintenance person?
Know	Not know	Still learning	30. who changes light bulbs?
Know	Not know	Still learning	31. who replaces toilet paper?
Know	Not know	Still learning	32. who removes trash?
Know	Not know	Still learning	33. who unstops toilets?
Know	Not know	Still learning	34. who mows the lawn?
Know	Not know	Still learning	35. who removes snow from sidewalks and parking lots?
Know	Not know	Still learning	36. who rids the library of pests?
Know	Not know	Still learning	37. who repairs computers?
Know	Not know	Still learning	38. who insures your library?
Know	Not know	Still learning	39. what is insured and for how much?
Know	Not know	Still learning	40. whether the library is insured for replacement costs or mere current worth of materials?
Know	Not know	Still learning	41. when the last insurance inventory was taken?
Know	Not know	Still learning	42. Do you like the arrangement of the library? If not, how would you change it?

## **Your library board**

### ***Do you know, not know or are still learning ...***

Know	Not know	Still learning	43. what information the board wants in your monthly report?
Know	Not know	Still learning	44. if the board has by-laws?
Know	Not know	Still learning	45. when the board meets?
Know	Not know	Still learning	46. the names of all board members?
Know	Not know	Still learning	47. the officers of the library board?
Know	Not know	Still learning	48. when each board member's term expires?
Know	Not know	Still learning	49. state law regarding how long and often board members may serve?
Know	Not know	Still learning	50. the procedures for appointing new board members?
Know	Not know	Still learning	51. whether the treasurer is bonded?

Know	Not know	Still learning	52. whether the librarian and board officers have a liability policy?
Know	Not know	Still learning	53. about the open meetings act?
Know	Not know	Still learning	54. who hires library staff?
Know	Not know	Still learning	55. where past board minutes and treasurer's reports are kept?
Know	Not know	Still learning	56. Which Robert's Rules of Order does the library board use?

## **Your library job**

### ***Do you know, not know or are still learning ...***

Know	Not know	Still learning	57. your job description?
Know	Not know	Still learning	58. the mission statement of your library?
Know	Not know	Still learning	59. the goals of the library?
Know	Not know	Still learning	60. the library's policies?
Know	Not know	Still learning	61. who is eligible for a library card?
Know	Not know	Still learning	62. who selects and buys materials for the collection?
Know	Not know	Still learning	63. your collection development policy?
Know	Not know	Still learning	64. where to find reviews of materials?
Know	Not know	Still learning	65. what materials you do not collect?
Know	Not know	Still learning	66. what are the guidelines for accepting gifts?
Know	Not know	Still learning	67. the criteria for removing materials from collection?
Know	Not know	Still learning	68. checkout period for new books?
Know	Not know	Still learning	69. checkout period for books?
Know	Not know	Still learning	70. checkout period for videos?
Know	Not know	Still learning	71. checkout period for audiocassettes?
Know	Not know	Still learning	72. checkout period for magazines?
Know	Not know	Still learning	73. whether reference materials checkout?
Know	Not know	Still learning	74. what items are not checked out?
Know	Not know	Still learning	75. what items have restricted check out?
Know	Not know	Still learning	76. what to do when materials are not returned?
Know	Not know	Still learning	77. what to do when customers claim materials are lost?
Know	Not know	Still learning	78. how to handle patron complaints about materials in the collection?
Know	Not know	Still learning	79. how to evaluate challenged items?

Know	Not know	Still learning	80. how to find out what your customers want?
Know	Not know	Still learning	81. how to order books, videos, etc?
Know	Not know	Still learning	82. about Nolichucky Regional Library services for ordering books?
Know	Not know	Still learning	83. how to get books ready for shelving?
Know	Not know	Still learning	84. about Nolichucky Regional Library services for preparing books?
Know	Not know	Still learning	85. how to use call numbers to locate books?
Know	Not know	Still learning	86. library policies for handling overdues?
Know	Not know	Still learning	87. how to inventory your collection?
Know	Not know	Still learning	88. how to prepare for story time?
Know	Not know	Still learning	89. how to prepare for Summer Library Program?
Know	Not know	Still learning	90. about Nolichucky Regional Library materials for children's programs?
Know	Not know	Still learning	91. what is required for the state annual data collection report?
Know	Not know	Still learning	92. what to do about troublesome customers?
Know	Not know	Still learning	93. how to handle threatening customers?
Know	Not know	Still learning	94. which computers are for customers and which computers for staff?
Know	Not know	Still learning	95. library's policies on computer use?
Know	Not know	Still learning	96. how to turn computers on and off?
Know	Not know	Still learning	97. how to type letters on a computer?
Know	Not know	Still learning	98. how to create flyers on the computer?
Know	Not know	Still learning	99. how to save documents on the computer?
Know	Not know	Still learning	100. how to print documents on the computer?
Know	Not know	Still learning	101. how to send and receive email?
Know	Not know	Still learning	102. how to use a search engine?
Know	Not know	Still learning	103. how to search the Tennessee Library Catalog?
Know	Not know	Still learning	104. how to search the statewide online resources?
Know	Not know	Still learning	105. how to issue a Tennessee Library Card?

## **Your library finances**

### ***Do you know, not know or are still learning ...***

Know	Not know	Still learning	106. where a copy of your library budget is?
Know	Not know	Still learning	107. how much money you receive through Nolicucky Regional Library?
Know	Not know	Still learning	108. the requirements to receive that money?
Know	Not know	Still learning	109. where the library's bank accounts are?
Know	Not know	Still learning	110. whether the library has invested money?
Know	Not know	Still learning	111. if the library has a capital improvements fund?
Know	Not know	Still learning	112. who writes checks for the library?
Know	Not know	Still learning	113. who signs the checks?
Know	Not know	Still learning	114. who is responsible for payroll?
Know	Not know	Still learning	115. what benefits library staff receive?
Know	Not know	Still learning	116. who reconciles the monthly bank statements?
Know	Not know	Still learning	117. who is responsible for financial reports?
Know	Not know	Still learning	118. who audits the library's books?
Know	Not know	Still learning	119. the library doesn't pay sales tax?
Know	Not know	Still learning	120. about ILDP materials grants?
Know	Not know	Still learning	121. about LSTA special population grants?
Know	Not know	Still learning	122. about LSTA technology grants?

## **Your State library world**

### ***Do you know, not know or are still learning ...***

Know	Not know	Still learning	123. who is the director of your regional library co-op?
Know	Not know	Still learning	124. what is their 800 number?
Know	Not know	Still learning	125. who is the State Librarian?
Know	Not know	Still learning	126. who is responsible for annual statistics?
Know	Not know	Still learning	127. what LSTA grants are?
Know	Not know	Still learning	128. what ILL grants are?
Know	Not know	Still learning	129. what the state database is?
Know	Not know	Still learning	130. what the state electronic library is?
Know	Not know	Still learning	131. what the state library card is?
Know	Not know	Still learning	132. what PLMI is?
Know	Not know	Still learning	133. what the state library association is?
Know	Not know	Still learning	134. what the state Friends group is?