

Norelius Community Library

LIGHT DUTY LIST

This is a suggested list of appropriate tasks to be completed by employees of the City of Denison who are receiving workman's compensation and unable to perform their regular assigned department duties.

General

- Answer phone
- Clean DVDs
- Create bulletin boards and displays
- Make photocopies for staff and patrons
- Straighten books on shelves
- Stamp new books
- Prepare overdue notices (in compliance with patron confidentiality rules)
- Cutting, copying, decorating, disinfecting toys in children's department

Maintenance

- Dust
- Wash first-floor windows
- Vacuum

Genealogy Research

- Use microfilm reader/printer
- Search through bound Bulletin/Review