

## Converse Free Library – At-Home Work List for Staff Examples

Clean up material records

Verify links on website and OPAC main page are working

Check website for content accuracy

Create content for more frequent e-newsletters

Online reference training (free)

Add content to library's Facebook and Twitter

Clean up "expiring" patron records

Any future program prep

Help plan Summer Reading

Go on a virtual tour of a museum or other historical place.

Cataloging

Help JR update ILL Manual to be online with links

Use one of our electronic resources to learn more about it

Online courses: Google Apps

Review/make suggestions to Staff Manual docs

Virtual services

Professional development

Professional reading (books or journals)

Check in with patrons: Instructions

Check in with patrons: List of patrons

Keep up with email

Clean up Dropbox files

Help create a list of instructional videos (for patrons) that we need, or locate others we can borrow (ask permission)

Recommend books, audios, or DVDs to buy for when we re-open

Read a book and write a review. Create a book list to share.

learn new "maker" skills that do not involve technology that you can share with staff or patrons later: handcrafts, origami, bullet journaling, etc.