

Checklist

Day 1

1. Review Welcome email in your BI email account

2. Review [Call Numbers](#)

3. Review [Circulation Policies](#)

4. Log in to the library system (Koha)

Koha is the name of the open-source integrated library system (ILS) used in the Klingemann Library. It can be accessed at koha-intra.berlin-international.de using the credentials found in your welcome email.

5. Review [Checking Items Out / In](#)

6. Review [General Checklist Responsibilities](#)

7. Review [Closing Checklist](#)

8. Review 'How to Use the Library'

Finally please review the [How to use the library](#) pages. These are meant for patrons, but it is important for you to be familiar with them so that you may answer questions.

Day 2

1. Review [Barcoding Books](#)

2. Review [Creating Call Number Labels](#)

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