

# Checklist

## Day 1

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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](https://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

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## 1. Review [Barcoding Books](#)

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

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