

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 phones
- Clean DVDs
- Make photocopies for staff and patrons
- Straighten books on shelves
- Stamp new books
- Prepare overdue notices (in compliance with patron confidentiality rules)
- Cutting, copying, disinfecting toys in children's department
- Clean Children's book jackets

Maintenance

- Dust
- Wash first-floor windows
- Vacuum

Genealogy Research

- Search through electronic newspaper archives of the Denison Bulletin/Review

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