

**Return Library Materials
Process Task List**

1	2	3	4	5	6
#	Position Performing the Task?	TASKS	Avg. TASK TIME (Min)	Decision (PD or DD) & Yes %	Decision Point Questions
1	Varied	Empty and sort onto cart	15		
2	Varied	Pull date due cards	15		
3	Varied	Remove date due stickers			
4	Varied	Check for condition	2	DD	Is it in good condition?
5	Varied	Check for parts	15	DD	Are all parts there?
6	Varied	Scan barcodes	15	DD/PD	Does it stay here? Is it on time? Is returned date correct?
7	Varied	Charge fines			
8	Varied	Route other libraries materials	10	DD	Has noone requested it?
9	Varied	Route holds	10		
10	Varied	Sort items onto sorting shelves	15	DD	Is it a book, book on tape, CD-ROM or Video?
11	Varied	Put DVD's and music cds in security cases	10		
12	Varied	Move items from sorting shelves onto carts	6		
13	Varied	Sort items onto cart	10		
14	Varied	Shelve items	60		
		Total Time (minutes)	183		