

2021 Basic Competencies – GOOGLE FORM

(For each question, indicate where you found the answer)

1. Name and Job Title
2. What is the password for connecting to WISCAT?
3. In the 2016-2017 school year, what book by Kwame Alexander was on the BookQuest list?
4. Name six of the Neighborhoods in the Picture Book collection. Do not actually walk over there to look!
5. How do you respond to a parent/caregiver/child looking for "Level H" children's books?
6. How do you pay a bill on a patron's account and allow the same patron to pay for FABL items at the same time, using cash management?
7. What is the 4-digit code for turning on the projector in the Community Room?
8. What is the Newbery Award? What was the winning title from 1994?
9. What is the #2 Essential Job function listed on your job description?
10. According to the Dangerous Weapons Policy, where are "Signs meeting the requirements of state statutes..." posted at the library? Other than the R Drive, where else would you find this answer?
11. Which current BPL staff member is on page 15 of the 1988 Beloit Catholic High School yearbook?
12. What basic information needs to be entered into Workflows when a customer gets a new library card?
13. The "Renew (Extend) Privilege" procedure is located where on the R Drive?
14. What title would you recommend for a Teen who is interested in books with courageous characters that are leisurely paced with a funny tone?
15. What is the username and password for BELOITCURB?
16. What is the date, time, and location of the Foundation Board meeting in March 2021?
17. What is the difference between "Check Out" and "Discharge"? When do you use the "Discharging Book Drop" wizard? How many days do you back date book drop items (during COVID, and not during COVID)?
18. In the event of a fire, where do staff meet once they are all safely outside of the building?
19. Why is it important to use the Renew Privilege wizard to extend a patron's privileges?
20. What is the procedure for calling in sick if you are unable to speak directly with your supervisor?
21. Name three current Library Board members and one of their Committees. Where did you find this answer?

22. How long are library cards valid before they expire?
23. What are you able to do in Offline Workflows? What are you not able to do?
24. What is the advantage to searching in Workflows rather than Enterprise? What is Enterprise anyway?
25. If a customer signed up for a card online, how would you properly update it to be a "regular" library card?
26. In Cash Management, why would you use AD HOC SALE ITEM?
27. What is your e-mail signature?