

# Duties of Student Workers

## Cataloging Student Worker Tasks

Sorting of firm order trucks as received from Acquisitions  
Pecat of Approvals  
Tattle taping of Approvals  
Tattle taping of Gifts – monthly  
Labeling and barcoding of new microfilm – as received in Cataloging  
Stamping and marking of new microfiche – as received in Cataloging  
Marking of loose plates, score parts, etc. – as requested by catalogers