

<b>Daily Maintenance</b>		
Router Clean-up		
Conditional Weeding!		
<b>Weekly Maintenance</b>		<b>Grubby lists</b>
Claimed Returns		August
		January
<b>Monthly Maintenance</b>		
Missing	De-pops	<b>Quarterly</b>
In Transit/Holds in transit		General Dusty -- FIC 1 yr no circ, NF 2 yr no circ, media 6 mos. no circ
Hold Unclaimed		
Hold status for a long time		
Coming Soon		
<b>Monthly Collection Maintenance Project</b>	<b>Adult/YA Collections</b>	<b>Children's Collections</b>
<b>JANUARY</b>	Adult Fiction A - I	Picturebooks A-I
	000s	000s
	Audiobooks	Audiobooks
		Holiday Books
<b>FEBRUARY</b>	Adult Fiction J - Q	Picturebooks J-Q
	100s - 200s	j100s-j200s
	YA Fiction	
<b>MARCH</b>	Adult Fiction R - Z	Picturebooks R-Z
	Graphic Novels--Adult and Y	jGraphic Novels
<b>APRIL</b>	DVD Collections	jDVD Collections
	Biographies	jBiographies
<b>MAY</b>	300s	j300s
<b>JUNE</b>	400s	j400s
	Large Print Collections	Large Print Collections
	Spanish Print Materials	Spanish Print Collections

	World Languages	World Languages	
<b>JULY</b>	Reference	Reference	
	500s	j500s	
<b>AUGUST</b>	600s	j600s	
		J Fiction	
<b>SEPTEMBER</b>	700s	j700s	
	Music CDs	Music CDs	
<b>OCTOBER</b>	800s	j800s	
	YA Non-fiction	Beginning Readers	
		Board Books	
<b>NOVEMBER</b>	900-969	j900-j969	
	Oversize	Bookpacks	
<b>DECEMBER</b>	970-999	j970-j999	
	Magazines	Magazines	
	Travel	Comic Books	