

OPENING PROCEDURES—1ST FLOOR

The alarm: Monday-Saturday, the custodian is in early, so this is not an issue. On Sunday, the first person in must disarm the alarm.

Before your work a Sunday shift, be sure to talk to your supervisor about disarming the alarm!

CIRCULATION:

SICK LINE:

- Press the message button on any circ desk phone, then press *.
- Enter the box ID (5578#) and PIN (5578#).
 - Please let the appropriate department know if anyone has called in sick. If it's a weekend, this may mean calling the appropriate department head at home. (See staff list.)

COMPUTERS:

- If the computer has been shut down completely log into the computers using the username and password.
- Staff stations: Click a Millennium/Sierra icon, login using the username and password.
 - Open Gate Tracker on the left-hand station. No log in required.
 - Open Assabet Interactive on both stations.
- Make sure receipt printers are on, then return the keyboard to the desk.

FRONT DESK:

- Retrieve cash and circulating devices from left desk drawers in the Circ office. Supervisor will show you where they key is.
- Turn on all non-taped light switches if they are not already on.
- Using remote in cash drawer, switch on TV.
- Empty drops and backdate material 1 day.
- Change wall calendar if needed.

CLEAR HOLDSHELF:

- At Circ office computer, once Sierra is running, select "Clear Holdshelf" option.
- Select only Sudbury at the top. "Clear" both the hold shelf and ComCat holds (generally there will be no ComCat holds listed).
- When a list appears, click at the top of the column of patron names to sort alphabetically, then print.
- Close as soon as the entire list prints. Leaving this incomplete may prevent other locations from running this list.

JUVENILE:

Megan or Amy will tell you all usernames and passwords before your shift.

COMPUTERS:

- Turn on computers and printers at front desk, if necessary.
- If the computer has been shut down completely, login.
- Log in to Sierra

CHILDREN'S DESK

- Turn on all lights in public areas, in offices, near front desk, and near display case, as appropriate

CHECK THE BLOG AND CLOCK IN!

CLOSING PROCEDURES—1st floor

Reference will be making announcements over the intercom at 20 minutes before closing, 10 minutes before closing, and at closing. It is also a good idea to walk around your area and reiterate this information to patrons.

The rover may help with any/all of these tasks.

½ hour before closing:

- CIRC: Clear and lock book drop. (Saturday or any day before a day we are closed, pull out bin and put down foam)
- CIRC: Turn off lights and lock Community Room's kitchen door –unless a meeting is in progress. Turn off lights and lock Community Room side door – open if users ask to see exhibit.
- CIRC: *Check/lock door to Friends area.

15 minutes before closing:

- CIRC: Turn off light over display case
- CIRC: Count money into pouches -put money in excess of \$50 into appropriate places in drawer in office. LOCK DRAWER.
- **5-10 minutes before closing (depending on how many patrons are still in the library):**CIRC: Turn off designated lights from wall panel (red dot)
- CIRC: Turn off elevator lights and fan
- CIRC: Lock meeting room side doors if meeting in progress.
- CIRC: Knock on restroom doors, announce closing and turn off lights in bathrooms. (If meeting in progress, bathroom lights are left on.)
- CIRC: Lock door from Fiction area to Hallway
- CIRC: Turn down thermostat if needed

5 Minutes Before Closing:

- JUV: turn off all designated lights.
- Make sure the back hallway is clear, tell remaining patrons this is the last call to check out items!

At closing time:

- REF: Make final announcement
- CIRC & JUV: Close CIRC and SELF-CHECK computers down to desktop and turn off receipt printers (turn off completely on Saturday)
- CIRC: Turn off all lights (except bathroom area if meeting in progress)
- JUV: turn off remaining lights (including restroom).
- CIRC: Put pouches in drawer
- **EVERYONE: CLOCK OUT!**

As Leaving Building:

- Staff: Lock door to CIRC Office and closet in the office. Turn off the CIRC Office light and lock the door to the lobby.
- Staff: Turn off all lights on lobby panel
- Staff: Set the alarm if library is empty. If there is a meeting that is continuing after hours set the alarm for the Main Library, but not for the "Community" zone.
 - o To Arm all partitions: Hold **EXIT** until it beeps. Enter code.

- o To Arm whole library except the Community Room: Hold **AWAY** until it beeps. Enter code.