

## OPENING PROCEDURES—2ND FLOOR

- Log in public iMacs, if necessary, with username lab/password liblab.
- Newspapers
  - If the newspapers have not been brought to reference, check with circulation and/or outside by the front door (octagon).
  - Stamp each newspaper with the Goodnow Library and For Reference Only stamps.
  - Check the papers in on the Kardex cards in the blue box
  - Replace yesterday's NY Times and Wall St Journal at the Reference Desk with today's issues. Bring these and the rest of today's papers to the newspaper area. Put today's papers on the faceout shelves; store the back issues in the appropriate orange folders.
  - Sunday only: remove and retain the ads, the NY Times Book Review and NY Times Magazine
  - If any of the daily newspapers (Boston Globe, Boston Herald, Metrowest Daily News, New York Times, Wall Street Journal) is missing, please call the customer service number on the Kardex card and try to arrange for redelivery. (There is no WSJ on Sundays or holidays.)
- If the reference desk computer is off, turn on and log in.
- Log in to Sierra
- Weekdays only, Print out the title and item paging lists—
  - In Sierra, go to "FUNCTION" dropdown menu, select Notices
  - Select Sudbury Title and click on Prepare
  - Choose Local Printer and click Print
  - Make sure printer is RICOH Afficio MP 3001 and click Print
  - Click on Send Notices, then OK, then Yes in response to "clear all print notices?"
  - Select Item Paging List and click on Prepare
  - Choose Local Printer and click Print
  - Make sure printer is RICOH Afficio MP 3001 and click Print
  - Click on Send Notices, then OK, then Yes in response to "clear all print notices?"
  - Close all boxes until you're back to the regular Sierra screen.
  - All Juv pages should go to Children's
  - Log in Becky's computer (1<sup>st</sup> one in the backroom. Password 1234) for volunteer to use.
- Turn on the lights
- Get the money from the back room and put it in the drawer at the desk.
  - Key is hanging in front of the calendar at Karen's desk

**CHECK THE BLOG AND CLOCK IN!**

**CLOSING PROCEDURES—2<sup>ND</sup> FLOOR  
(ON WEEKDAY EVENINGS, ROVER MAY ASSIST)**

- Make announcements as noted below
- Turn off the lights marked with YELLOW dots
- Make sure the doors to the Small Conference Room and Local History Room are locked (if the trustees are meeting in one of these rooms, leave lights on in that room and do not set alarm for that zone)
- As you go about the floor, pick up any items that seem to be abandoned and return them to the put-away cart
- Turn out lights in staff room, staff hallway, Reference Office, staff and public bathrooms
- Turn off the lights marked with GREEN dots
- Return the money to the back room.
  - Key is hanging in front of the calendar at Karen's desk
- Turn off the lights marked with RED dots
- Once all patrons have left the second floor and all the lights are turned off, you can proceed downstairs
- **REMEMBER TO CLOCK OUT!**

**Announcements:**

*To make the announcement, dial \*\*55 on any phone and speak clearly into the handset.*

**\*Text of announcements (also posted at Ref desk and in Circ office):**

*20 minutes before closing:*

Thank you for visiting the Goodnow Library. The library will close in 20 minutes. Please plan your browsing and computer use accordingly.

*10 minutes before closing:*

Thank you for visiting the Goodnow Library. The library will close in 10 minutes. Please visit the circulation desk or self-check kiosks for checkout.

*At closing:*

Thank you for visiting the Goodnow Library. The library is now closed. Please bring any remaining items to the circulation desk for checkout. Please visit us again soon!