

Library Services ~ Daily Procedures

Opening/Morning

If scheduled to Shelve:

1. Vacuum the front lounge area, the newspaper/TV area, the business (old short story) area, and the young adult collection area
2. Clean the computers and computer desks
3. Library walkthrough – push in chairs, pick up stray books, garbage (outside also), dust etc.
4. Unlock doors (turn on automatic door switch), lock book drop
5. Take out outdoor signs
6. Check E-mail/Meeting Room Calendar/library website
7. Check in book drop books under DISCHARGING BOOKDROP and the previous day's date
8. Complete HOLDS list
9. Shelve material & Shelf Read each shift
10. Check in material and help patrons as needed
11. Ongoing – Count and put away Microfilm, bring in book sale donations from loading dock, keep workroom neat, library walkthrough, claims return list, clean Dvds, etc.

If scheduled to work at the Desk:

1. Turn on computers/receipt printers and log on to Workflows
 - a. Password to computers – **inlex**
 - b. Workflows – User ID **PRENDERGSTCIRC**, password **CIRC**
2. Write down door count. Write down the number on the day BEFORE's date—it's the number count from yesterday. Then clear the counter by waving the magnet (found in the drawer) along the side of the counter.
3. Get the starting cash out of the safe, count it, and put it in cash drawer. If it is not \$100 let Janet know.
4. Greet & help patrons
5. Check E-mail/Meeting Room Calendar/library website
6. Check in material & put in proper location
7. Keep the Post Journal behind the desk, and put the Buffalo paper on a stick
8. Remove outdated Holds from hold shelf
9. Ongoing – Finish entering information on New Card applications, shelve new books, make sure we have enough copies (New Application Packets, Programming/Class Calendars, Daily Cash Sheet etc.), make library cards, check holds shelf, take book sale donations to sorting room, keep desk and workroom neat, iPad & card reader charged, clean Dvds, etc.
10. Library walkthrough - push in chairs, pick up stray books, garbage, etc.
11. If desk is slow, shelve material & shelf read

Middle

If scheduled to work at the Desk:

1. Greet & help patrons
2. Check E-mail/Meeting Room Calendar/library website
3. Check in material & put in proper location
4. Check in delivery & shelve holds, as needed
5. When the mail bin comes, check in newspapers with the green binder on the shelf in the back.
6. Put the Wall Street Journal and the USA Today on the sticks
7. Ongoing – Finish entering information on New Card applications, shelve new books, make sure we have enough copies (New Application Packets, Programming/Class Calendars, Daily Cash Sheet etc.), make library cards, check holds shelf, take book sale donations to sorting room, keep desk and workroom neat, iPad & card reader charged, clean Dvds, etc.
8. Library walkthrough
9. If desk is slow shelve material & shelf read

Evening /Closing

If scheduled to Shelve:

1. Check E-mail/Meeting Room Calendar/library website
2. Shelve material & Shelf Read each shift
3. Bring in outdoor signs
4. Check in material and help patrons as needed
1. Ongoing – Count and put away Microfilm, bring in book sale donations from loading dock, keep workroom neat, library walkthrough, clean Dvds, etc .
5. Library walkthrough - push in chairs, pick up stray books, garbage (outside also), dust, etc.
6. Lock doors and check to make sure doors are latched, turn off automatic door switch & unlock book drop
7. Check the bathrooms
8. Check closing cash & wait with staff setting alarm and leave together

Library Services ~ Daily Procedures Continued

Evening/**Closing** Continued

If scheduled to work at the Desk:

1. Greet & help patrons
2. Check E-mail/Meeting Room Calendar/library website
3. Check in material & put in proper location
4. Ongoing – Finish entering information on New Card applications, shelve new books, make sure we have enough copies (New Application Packets, Programming/Class Calendars, Daily Cash Sheet etc.), make library cards, check holds shelf, take book sale donations to sorting room, keep desk and workroom neat, iPad & card reader charged, clean Dvds, etc.
5. Library walkthrough
6. If desk is slow shelve material & shelf read
7. Lock the double doors leading to the loading dock
8. Turn out all the lights in the hallways
9. Announce a 15 minute warning before closing time, asking patrons to check out all material before we close
10. At closing, flash lights (but keep them ON) and announce the library is closing
11. When all patrons are out shut down the computers and receipt printers
12. Shut down self-checkout
 - a. To turn off self-check-out machine, touch the background screen with one finger until keypad appears. Type “1” into keypad and an option list will appear. Choose shut down option
13. After the door is locked and all patrons are out, count the money
 - a. Count out \$100 dollars in bills for the brown bag (have another staff member double check). Coins go in the brown bag too
 - b. Count the leftover cash and checks, and write down the amounts on the cash sheet. Fill in spot for Donation Jars if necessary. Initial the cash sheet, and have another staff member count and initial. Put money and cash sheet in a blue bag from the back.
 - c. Put both bags (and Reference Desk cash bag) in the safe and lock safe.
14. When all the staff is finished and ready to leave, have them leave together.
15. Stay and set the alarm
 - a. Type your four digit code in the keypad (last four digits of your SSN)
 - b. Choose ALL
16. Make sure doors are locked

Please work as a team to ensure all tasks are completed.