Opening Procedures

When the librarians open, they will have all of the doors open. If a student is scheduled to start at opening time, it’s the student’s responsibility to open/unlock all but the main door (which a librarian will unlock as you enter).

☐ Say good morning! 😊

Lower Level:
☐ Turn on lights (if not already on)—press the top-left button on the pad closest to the main doors.
☐ Unlock safe cabinet.
☐ Return key to drawer.
☐ Take walkie-talkie off charger; turn on walkie-talkie volume knob.
☐ Get door key.
☐ Lower Level: Unlock glass doors (push IN bar, turn key until it clicks).
☐ Turn on handicap power switch on the hinge for the door by the water fountains—ask a librarian if you’re not sure how to do this.
☐ Check paper in printer and copier—refill as necessary.

Upper Level:
☐ Check paper in printer and copier—refill as necessary.
☐ Unlock glass doors by mezzanine (push IN bar, turn key until it clicks).
☐ Turn on lights in hallway (outside the glass doors) if necessary.
☐ Push open gray fire door all the way to the wall (there’s a magnet—it will stay open).
☐ Both levels: Turn on standing lamps if it’s a gray, dreary morning (or in the winter when it’s dark in the mornings).

Lower Level (again):
☐ Return keys to safe cabinet.
☐ Turn on/sign on to circ computer.
☐ Change dates on rubber stamps (OhioLINK, One Week, Received, and Today—not Bobcat).
☐ Change calendar(s) to the correct date.
☐ Sign on to Sierra.
☐ Check in with morning librarian.
☐ Look for notes from previous evening’s shift.