

Student Opening and Closing Checklists

Today's Date(Saturday & Sunday morning only):_____

*Initial each line after you complete the task

Opening Checklist:

- 1) Turn on work-study and patron computers at front desk _____
- 2) Sign in to the work-study computers using "wslibrary" "library" _____
- 3) Sign in to Millennium using "milcirc" "milcirc" _____
- 4) Stamp today's date on each section of the BFP, remove all the advertisements, and put away newspapers _____
- 5) Keep Michael's Flyer, A.C. Moore Flyer & Creative Habit Flyer from the BFP & Put in Hold Drawer (Sunday Only) _____
- 6) Unlock laptop & DVD player drawers (Key - MIC103 gray cabinet) _____
- 7) Turn on LCD Screen next to the light switches on the 1st floor _____

Remember to look up and SMILE to greet incoming patrons!

Initial once all tasks are completed Circulation Assistant:_____

*Initial each line after you complete the task.

Closing Checklist:

- 1) Remind any patron **who enters the building 30 min prior** to closing that the library will be closing soon (give them the time till closing). _____
- 2) Check laptops to make sure all have been returned and **lock the drawer once all laptops** are accounted for (Key - MIC103 gray cabinet) _____
- 3) Check portable DVD player drawers to make sure all have been returned and **lock the drawer once all the DVD players** are accounted for (Key - MIC103 gray cabinet) _____
- 4) **Check the book-drop** to make sure all books have been checked in (Key in MIC103) _____
- 5) Turn off LCD Screen next to the light switches on the 1st floor _____
- 6) Make sure the work-study/front desk space is neat and clear _____
- 7) Make sure the **4** computers at the front desk are logged into referenceguest & left on _____
- 8) **Once patrons leave the library, turn off the work-study computers** at the front desk _____
- 9) **Everyone leaves together!! No one should leave until all the patrons are out of the building. Both students need to initial this one.** _____ & _____.

Initial once all tasks are completed at end of night

Circulation Assistant:_____ **Today's Date:**_____ (Only leave completed sheet in the office)

Circulation Coordinators – To print out more forms - Go to forms on the Circulation Wiki.