

Opening Procedures Check List

- Mail retrieved from the post office
- Log-in to KOHA
- Book Drop gotten and checked in
- Public Use computers turned on with Internet
- Copiers turned on
- Due date magazine stamp changed
- Red Circulation Book completed
- Money in Cash Register & Reference
- New Statistics Sheets started for that day
- Newly arrived Magazines and Newspapers processed
- Unlock the elevator
- Unlock doors to the building
- Answering machine checked and turned off

Closing Time Procedures

- Hall lights in foyer of building turned on
- Check everywhere in building for patrons
- Lights off
- Coffee Pot and Tea Maker turned off
- Microfilm machines turned off
- Money put away for the night
- Lock Vault Door
- Public Use computers shut down
- Lock elevator
- Answering Machine turned on
- Circulation, Reference, and Outside doors shut and locked
- All staff leave out east side door together