Evening, Overnight and Weekend Checklist

Fall & Spring Semesters:

**Sunday Opening**

**Student Associate/Assistant**

- Open Library facilities [associate]
- Restock printers, staplers, and paper cabinets on 1st and 2nd floors
- Replace printer toners and imaging units as needed
- Empty and check-in book drops [associate]

**Sunday Evening**

**Student Associate/Assistant - 5pm-9pm**

- Restock printers, staplers, and paper cabinets on 1st and 2nd floors
- Replace printer toners and imaging units as needed
- Empty and check-in book drops [associate]
- Evening Door Check [associate]

**Monday - Thursday Evenings**

**Student Associate/Assistant - 5pm-9pm**

- Restock printers, staplers, and paper cabinets on 1st and 2nd floors
- Replace printer toners and imaging units as needed
- Evening Door Check [associate]

**Sunday-Thursday Night/Overnights**

**Student Associate/Assistant - 9pm-1am**

- Finish Evening Door Check [associate]
- Restock printers, staplers, and paper cabinets on 1st and 2nd floors
- Replace printer toners and imaging units as needed
- Organize laptop cabinet cords
- Shelf read course reserve A-G and instructor volumes
- Empty and check-in book drops [associate]
- Close Collections [associate]

**Student Associate/Assistant - 1am-6am**

- Perform cleaning regimen of Commons and 2nd floor ITC according to cleaning schedule
- Restock paper supplies (scratch paper, search slips, etc) at Service Desk
- Restock floor and campus maps at entrance displays and “Ask Me!” booths
- Shelf read course reserve H-Z and media
- Return yellow chairs to the TILE classroom
Evening, Overnight and Weekend Checklist

Friday Evenings

Student Associate/Assistant

- Restock printers, staplers, and paper cabinets on 1st and 2nd floors
- Replace printer toners and imaging units as needed
- Evening Door Check [associate]
- Inventory laptops and report missing laptops to Chris Walters and H Pedelty
- Organize laptop cabinet cords
- Shelf read Course Reserve A-G and media
- Empty and check-in book drops [associate]
- Close Library facilities [associate]

Saturday Opening

- Open Library facilities [associate]
- Restock printers, staplers, and paper cabinets on 1st and 2nd floors
- Replace printer toners and imaging units as needed
- Empty and check-in book drops [associate]
- Check Bulletin Boards (LC, 1st, 2nd) and remove flyers for past events or that are passed stamped date. Stamp new flyers for two weeks with two week stamp.

Saturday Evenings

Student Associate/Assistant

- Restock printers, staplers, and paper cabinets on 1st and 2nd floors
- Replace printer toners and imaging units as needed
- Evening Door Check [associate]
- Inventory laptops and report missing laptops to Chris Walters and H Pedelty [associate]
- Organize laptop cabinet cords
- Shelf read Course Reserve H-Z
- Empty and check-in book drops [associate]
- Close Library facilities [associate]

Summer Sessions:

Sunday

Student Associate/Assistant

- Open Library facilities [associate]
- Restock printers, staplers, and paper cabinets on 1st and 2nd floors
- Replace printer toners and imaging units as needed
- Empty and check-in book drops after open and before close [associate]
- Evening Door Check [associate]
- Close Library facilities [associate]
Evening, Overnight and Weekend Checklist

Monday - Thursday Evenings

Student Associate/Assistant - 5pm-9pm

- Restock printers, staplers, and paper cabinets on 1\textsuperscript{st} and 2\textsuperscript{nd} floors
- Replace printer toners and imaging units as needed
- Evening Door Check [associate]
- Empty and check-in book drops [associate]
- Organize laptop cabinet cords
- Close Library facilities [associate]

Friday Evenings

Student Associate/Assistant

- Evening Door Check [associate]
- Close Library facilities [associate]

Saturday

Student Associate/Assistant

- Open Library facilities [associate]
- Restock printers, staplers, and paper cabinets on 1\textsuperscript{st} and 2\textsuperscript{nd} floors
- Replace printer toners and imaging units as needed
- Empty and check-in book drops after open and before close [associate]
- Check Bulletin Boards (LC, 1\textsuperscript{st}, 2\textsuperscript{nd}) and remove flyers for past events or that are passed stamped date. Stamp new flyers for two weeks with two week stamp.
- Evening Door Check [associate]
- Close Library facilities [associate]

Interims & Breaks/Holidays:

Sunday

Student Associate/Assistant

- Open Library facilities [associate]
- Restock printers, staplers, and paper cabinets on 1\textsuperscript{st} and 2\textsuperscript{nd} floors
- Replace printer toners and imaging units as needed
- Empty and check-in book drops after open and before close [associate]
- Evening Door Check [associate]
- Close Library facilities [associate]
Evening, Overnight and Weekend Checklist

Monday - Friday Evenings

Student Associate/Assistant - 5pm-6pm

- Evening Door Check [associate]
- Close Library facilities [associate]

Saturday

Student Associate/Assistant

- Open Library facilities [associate]
- Restock printers, staplers, and paper cabinets on 1st and 2nd floors
- Replace printer toners and imaging units as needed
- Empty and check-in book drops after open and before close [associate]
- Check Bulletin Boards (LC, 1st, 2nd) and remove flyers for past events or that are passed stamped date. Stamp new flyers for two weeks with two week stamp.
- Evening Door Check [associate]
- Close Library facilities [associate]
Evening, Overnight and Weekend Checklist

Library Assistant III – Daily

- Restock group rooms with comment cards, Commons brochures, and dry erase markers and erasers
- Monitor group room reservations on Outlook and cancel as appropriate
- Compile data on group room usage and update spreadsheet
- Tidy Service Lobby, push in chairs and ensure microform lenses are visible and accessible
- Shelf read Holds and band appropriate materials together
- Ensure appropriate signs are out/uploaded before end of each shift, refer to LC Coordinator schedule
- Inventory laptops and report missing laptops to Chris Walters and H Pedelty
- Check printer paper levels before leaving
- Check for printers with low toner or imaging units replacing as needed.
- Check staplers and three-hole punches. Place out of order signs and alert appropriate staff for replacement.

Library Assistant III – Weekly & As Needed

- Collect comment cards from group rooms and compile feedback data
- Check toner in public copiers and microform machines (preferably Sunday and Thursday)
- Restock paper in microform machines (Preferably Sunday and Thursday)
- Check copier supply cabinets on 1st, 2nd, and 3rd floors and notify Printing Services (Kenneth Knopik) when cabinets are low on paper or toner and when copiers are low on toner
- Upload digital signs to AxisTV and Update Commons website, as needed
- Organize laptop cabinet cords (Friday and Saturday)
- Shelf read Course Reserve A-G and media (Friday) and H-Z (Saturday)