PENINSULA COLLEGE
LIBRARY / MEDIA CENTER

PROCEDURE

CIRCULATION:
OPENING LIBRARY

TURN ON LIGHTS IN:
- Mezzanine and inner office. Coming into the library the switch is at the left of the inner front door. Only turn on the first switch (the other two switches are bracket lights)
- Library lights. Coming into the library, the switch is at the right of the inner doors. Another switch is located on the southeast wall inside the Periodical Alcove
- Periodical Alcove light
- Lounge
- Periodical Storage Room

FRONT DOORS:
- Unlock front door’s two inner locks with the bar key (found hanging on a hook behind the Library Specialist’s front door. An allen wrench key can be used as a spare, and is located in the top drawer of the desk in technical processing.)
- For the automatic door mechanism, move switch at the top center of the door frame from “OFF” to “AUTO”

COMPUTERS:
- Turn on patron computers
- Circulation Counter computers:
  - Turn on at the power strip
  - Log on to network
  - For more detailed instructions, see Procedure “Circulation: Computers At Circulation Counter, Beginning & Ending Shifts”

DOORS:
- Unlock office doors for:
  - Shipping and Receiving (lunch room)
  - Library Specialist
  - Technical Processing Office doors
  - Media Storage Room
- Director’s office
  - Leave locked

TURN ON COPY MACHINES:
- Patron machine
- Office machines

DISPLAY CABINET:
- Check to see if the light in the large display cabinet should be turned on or left off. The light (for example a display of baskets) could damage some display items. The light switch is located at the back left side.
MEZZANINE SKYLIGHTS:
- If the weather is going to be hot, open the three skylights in the mezzanine area. The skylight opener is kept in the mezzanine area. A spare skylight opener is stored in the shipping and receiving room (lunchroom) propped up against in the southwest corner (near the door going into the media hallway).

DAILY NEWSPAPERS:
- Receive and account for all daily newspapers (See procedures for: "Periodicals: Receiving and Processing" and "Circulation: Newspapers, Newsletters, Etc.")

BEGIN MORNING ROUTINE:
- Empty book drops
- Discharge returned items
- Clean patron monitors (Monday morning only)
- Check phone for messages