

STUDENT DUTIES AND WORK SCHEDULES

Work schedules are effective from the first day of classes to the Friday of finals week. Intersession hours are staffed on a voluntary basis, with priority given to those with available work/study funds.

Below are the duties assigned to each work station. Check the schedule at the beginning of each work shift. There is no reason why anyone on duty should be idle. If you can't find a job to do, ask. While on duty, you are expected to work. Your job is not a paid study hall.

DESK DUTIES	BACKUP 1 DUTIES	BACKUP 2 DUTIES
1. Check out books	1. Clear tables	1. Shelf read book shelves
2. Check in books	2. Shelve magazines	2. Shelf read magazines
3. Other patron assistance (holds, searches, etc.)	3. Shelve books	3. Search catalog for books requested
4. Discharge books	4. Help at desk when busy	4. Proofread microfiche catalog
5. File charge cards	5. Other miscellaneous tasks as assigned	5. Other miscellaneous tasks as assigned
6. Proofread charge tubs.		
7. Move books to sorting shelves		
8. Shelf read reserve section		
9. Other miscellaneous tasks as assigned		

If you need time off to study, you should arrange for a substitute. If you are unable to find a replacement, time off may be granted if your absence will not interfere with the smooth operation of the Library and you have shown a good faith effort to find a replacement. If you have a review or final which conflicts with your regularly assigned work shift, you should notify Donna no later than 7 days prior to the affected work shift, so alternate scheduling can be arranged. If notification is made fewer than 7 days prior to the affected work shift, you may be required to arrange for your own substitute.

If you work a 4 hour shift, you get a 15 minute break period.

Check the bulletin board for new information at the beginning of each work shift. On the bulletin board will be posted various notifications relating to library policy and procedures. It will also be the place where substitution requests are posted.

Restricted Materials

Ocasionally special permission is given to allow non-circulating materials to circulate for brief periods of time. Special permission must be granted by a librarian or classified staff member. When permission is granted, the borrower will fill out a blue charge form and have it initialed by the Librarian or classified staff member.

Other restricted materials which are charged out on the restricted charge form include vertical file materials and Library materials on microform.

1. Proofread call number making sure that the call number corresponds exactly to the one on the book. Make all necessary corrections.
2. Check for proper validation on ID
3. Place Plastic ID card in charge machine
4. Align the top of the charge card with the tape mark on the machine
5. Press appropriate Loan Period button (no date for non-circulating materials, 7 day for others) firmly.
6. Check charge card for completeness and readability, write in the last digit of the social security number if necessary. Make sure that the information is legible on the cardboard backing.
7. Initial charge cards for 7 day loans.
8. Place blue portion of the charge card in the book pocket.
9. Desensitize books (not microforms)
10. **ALWAYS** tell the borrower when the book is due.
11. File backings for non-circulating materials with 2 hour reserve charges and file those for 7 day materials with 2 day reserve charges.
12. Make a tally mark on the statistics sheet in the Restricted column.

Renewing and Recharging materials

General Materials

1. Pull backing from charge tubs.
2. Make sure there is no hold on the material.
3. Materials are renewed by placing the backing and pink slip together, aligning the renewal spot on the charge card with the arrow on the machine and restamping the charge card.
4. If the book has been renewed once have the borrower fill out a new charge card, and recharge the book.
5. Library material must be presented each time it is recharged, (i.e. at every other renewal).
6. The borrower's ID must be checked for validation each time the material is renewed.
7. Material which is overdue, even one day, must be presented at the time of renewal for recharging.
8. Tell the borrower when the book is due.
9. Put the backing in the 6 month or two week bin, according to the length of the loan period.

CHARGING AND RENEWING MATERIALS

Charging Procedures

General Materials

1. Proofread call number making sure that the call number corresponds exactly to the one on the book. Make all necessary corrections.
2. Check for proper validation on ID.
3. Place Plastic ID card in charge machine.
4. Align the name/ID section of the charge card with the arrow on the machine.
5. Press appropriate Loan Period button firmly.
6. Check charge card for completeness and readability, write in the last digit of the social security number if necessary. Make sure that the information is legible on the cardboard backing and the due date is correct.
7. Initial the charge card in the space provided.
8. Desensitize book.
9. Place pink portion of the charge card in the book pocket.
10. **ALWAYS** tell the borrower when the book is due.
11. Put the backing in the 6 month or two week bin, according to the length of the loan period.

Reserve Materials

1. Search for the material on the reserve charge shelves.
2. Proofread call number making sure that the call number corresponds exactly to the one on the book. Make all necessary corrections. If there is no copy number on the book, write copy 1 on the charge card.
3. Check for proper validation on ID.
4. Place plastic ID in reserve charge machine.
5. Align charge card in Addressograph machine, pull the back of the machine forward and release.
6. For two hour books write in the date and time due, for two day books stamp the white slip and backing with the two day stamp.
7. Initial the charge slip.
8. Place the white slip in the book pocket or paper clip it inside the front of personal materials and folders.
9. Unless the item is non-circulating, desensitize book.
10. Always tell the borrower the date and time the material is due.
11. File the backing in the appropriate section of the reserve charge files.
12. Make a tally mark on the statistics sheet in the appropriate column.

Reserve materials

1. Pull backing from charge tubs.
2. Check to see that the material is not in demand.
3. Place the backing and white slip together and remark the charge card with the renewal due date and time. If the material has been renewed once, a new charge card must be made and the material recharged.
4. All reserve materials must be presented at the time of renewal or recharging.
5. The borrower must present currently valid ID each time the material is renewed or recharged.
6. Tell the borrower the date and time the material is due.
7. Make a tally mark on the statistics sheet in the appropriate column.

Restricted Materials

1. Pull backing from charge tubs.
2. Check to see that the material is not in demand.
3. Renewals on non-circulating materials must be approved by a librarian or classified staff member.
4. Place the backing and blue slip together and remark the charge card with the renewal due date and time. If the material has been renewed once, a new charge card must be made and the material recharged.
5. All restricted materials must be presented at the time of renewal or recharging.
6. The borrower must present currently valid ID each time the material is renewed or recharged.
7. Tell the borrower the date and time the material is due.
8. Make a tally mark on the statistics sheet in the appropriate column.

DISCHARGING PROCEDURES FOR RETURNED LIBRARY MATERIALS

General Materials

1. Pull book from book return.
2. If book is from another U of O library, date pink slip, mark with a blue flag and place in library messenger box. Books from non U of O libraries should also be marked with a blue flag and placed in the library messenger box.
3. For A&AA materials, pull pink slip from book pocket. If there is no slip in the pocket, make a "dummy" pink slip using blank pink slips by the book chute.
4. Make sure the call number on the slip matches the one on the book.
5. Put the pink slip in the tray on the counter.
6. Resensitize book.
7. Place book on cart behind desk.
8. Periodically take accumulated pink slips to the charge tubs and search for matching backing cards.
9. If material is not overdue, place matched cards together with your initials into the discharge box to be proofread.
10. If material is overdue, stamp the return date in the lower right hand corner of the stiff backing and file in fine box.
11. If material is on hold, process according the procedure outlined in the hold section of this manual.
12. Place books on sorting shelves for reshelving.
13. Books which appear to be in disrepair or have illegible call numbers should be brought to the clerical staff to be routed to the mend unit.

Reserve Materials

1. Pull book from book return.
2. Pull white slip from book pocket.
3. Make sure the call number on the slip matches the one on the book.
4. Put the white slip in front of the reserve charge tubs (2 day charges in front of the 2 day tubs, 2 Hour charges in front of the 2 Hour tubs).
5. Resensitize book.
6. Place book on table behind desk.
7. Frequently match accumulated white slips with matching backing cards in the charge tubs.
8. If material is not overdue, place matched cards together with your initials into the discharge box to be proofread.
9. If material is overdue, stamp the return date in the lower right hand corner of the stiff backing and write the time returned next to the stamped date. File both slips together in fine box.
10. If material is on hold, process according the procedure outlined in the hold section of this manual.
11. Reshelve materials.
12. Books which appear to be in disrepair or have illegible call numbers should be brought to the clerical staff to be routed to the mend unit.

Restricted Materials

1. Pull book from book return.
2. Pull blue slip from book pocket.
3. Make sure the call number on the slip matches the one on the book.
4. Put the blue slip in front of the reserve charge tubs (7 day charges in front of the 2 day tubs, Non-Circ charges in front of the 2 Hour tubs).
5. Resensitize book.
6. Match blue slips with backing cards in the charge tubs.
7. If material is not overdue, place matched cards together with your initials into the discharge box to be proofread.
8. If material is overdue, stamp the return date in the lower right hand corner of the stiff backing and write the time returned next to the stamped date. File both slips together in fine box.
9. Return materials to their appropriate place for reshelving.
10. Books which appear to be in disrepair or have illegible call numbers should be brought to the clerical staff to be routed to the mend unit.

PLACING HOLDS ON LIBRARY MATERIALS

General Materials

1. Have the borrower fill out pink charge form.
2. Check for currently valid ID (no ID, no hold).
3. Imprint ID onto charge card using Addressograph Machine.
4. Complete information in hold section on back of charge card.
5. Place hold card behind charge card with plastic cover.
6. File cards in call number order, in the hold box on the desk.
7. The borrower will be notified that someone else is waiting for the book & the cards will be put in the "to be filed" section of the tubs for filing.

Do not place holds on:

1. Books which are missing (Blue or white cards in circulation files).
2. Overdue books which have been pulled for billing (Backing Location Cards).
3. Books in special locations (Orange cards).
4. Books which are not currently charged out.

Reserve Materials

2 day reserve materials

1. Have borrower fill out white charge form.
2. Check for currently valid ID (no ID, no hold).
3. Imprint ID onto charge card using Addressograph Machine.
4. Check to make sure book has been charged out, is not overdue, and no one else has placed a hold on the book.
5. Fill in date due in the 2 day box on the hold card and initial.
6. Place hold card behind charge card with plastic cover.
7. Refile cards in appropriate place in two day charge files.

2 hour reserve books for overnight use

1. Have borrower fill out white charge form.
2. Check for currently valid ID.
3. Imprint ID onto charge card using Addressograph Machine.
4. Check to make sure no one has placed a hold on the book. Also check to make sure patron has no other 2 hour books currently on overnight hold. There is a 1 hold limit on 2 hour books.
5. Note time & date hold is taken in 2 Hour box on the hold card & initial.
6. File hold in "overnight hold" section in 2 hour charge files.

Do not place holds on

1. 2 day books which are not charged out.
2. 2 hour books for other than overnight use.
3. 2 hour books for overnight use on other than the current day.
4. More than one 2 hour book per person per day.
5. Overdue reserve materials.
6. Non-circulating reserve materials.
7. Do not place multiple holds on reserve materials. (No 2nd holds)

Restricted materials

Do not place holds on restricted materials.

PROCESSING HOLDS FOR PATRON USE

General Materials

1. When a book on hold is returned, Check the Recall Due date. If overdue, stamp return date in the space provided and file in fine box.
2. Retrieve book from book cart.
3. Separate the pink slip from the rest of the charge slip.
4. In the lower left hand corner of the backing, indicate a date 7 days from the current date by which the material must be picked up.
5. Mail backing to patron. Always include the zip code on the envelope. If the patron didn't provide it, look it up in the zip code directory.
6. On the back of the pink portion of the form, write the person's last name on the upper margin along with the date the book is to be held until. Place in book with name and date showing.
7. If there are multiple holds on a book, put later holds in the book pocket.
8. Place the book on the hold shelf IN CALL NUMBER ORDER.
9. When patron comes in to pick up book, match the pink form to the backing, check the person's ID and charge the book for 2 weeks or six months depending on borrower type.
10. If there are multiple holds on the book, put the backing with the next hold in a plastic sleeve and process in the same manner as other holds.

Reserve Holds

2 Day Materials

Two day items are held until 6PM Sunday - Thursday the day the material is due when the hold is placed on the material. Materials due on Fridays are held until 5:30 and materials due on Saturday are held until 4:30. Place returned hold items on the hold shelf in call number order with the hold card in the book. Write on the upper margin on the back of the charge card the date the book is to be held until. Do not take a second hold until the book has been charged out again. Items not picked up by the designated time become generally available.

2 Hour-Overnight Materials

1/2 hour before overnight checkout (8:30 Sunday-Thursday, 3:30 Friday and 2:30 Saturday) search overnight Reserve holds. If a requested book is charged out, write "ON HOLD" on the Backing so the book doesn't get inadvertently renewed.

At overnight checkout time (9:00 Sunday-Thursday, 4:00 Friday and 3:00 Saturday) begin charging out 2 hour Reserve books for overnight. Do not charge books out before the designated overnight checkout time. NON-CIRCULATING reserve materials are NOT charged out for overnight use. 1/2 hour after overnitht checkout begins, overnight holds which have not been claimed are available for general checkout on a first come, first served basis.

SHELVING AND SHELF READING

Shelving Locations

Reference Books

Reference materials in the Architecture and Allied Arts Branch Library are marked in two ways. General Reference materials have a red dot on the spine of the book and are shelved on the Reference Shelves. Other Reference materials are marked with a green dot and shelved on the Reference Index Table. Some reference materials, because of size and format are marked with green dots and shelved in special locations. These materials are easily identifiable and have orange locator cards in the circulation files, and a red plastic sleeve on the shelf list card.

Oversize books (x) & (xx)


Oversize books are shelved at the south end of the mezzanine in call number order. Double oversize books are shelved on flat shelving at the north end of the main room.


Security Room

Security room materials have a gold dot by the call number and are shelved in the security room at the south end of the mezzanine. Security room materials are identified by a blue plastic sleeve on the shelf list card and an orange locator card in the circulation files.

Periodicals

Current periodicals which are published 4 or more times per year are shelved in title order under the clock on the east wall of the main room. All titles shelved in this area have a shelf label. Each title should be shelved in date order with the most current date on top.

Current periodicals which are published fewer than four times per year are marked with a rectangular orange signal  and shelved in the general stacks by call number.

Some current periodicals are shelved behind the desk prior to binding while replacement issues are ordered. These are marked with an orange signal dot  and are shelved in title order. All boxes should have a title label and indicate which issues, if any, are missing.

Reserve materials.

Reserve materials are shelved behind the circulation desk. They are marked with a colored signal dot indicating the quarter they are on reserve (red = fall, blue = winter, green = spring, & yellow = summer) and have a loan period stamped on the book pocket. Personal materials and photocopies are also placed on reserve. The quarter for which the material is being used and the loan period is marked on the call number label for these items.

Shelving Procedures

Care should be taken to insure that material is shelved in its proper place. Books with special location marks on them should not be shelved in with the regular books. When clearing books from tables, make sure that they are not charged out to someone before reshelving them. Except for items borrowed from the Main or other branch libraries for reserve use, all items shelved in the Architecture and Allied Arts Library will have A&AA as the first line of their call numbers. Books without the A&AA designation which are found on the shelves should be routed to the Administrative Assistant (Donna) for prompt return to the appropriate library via the library messenger service.

Determine the appropriate location for the item. Place the item in that place. Straighten all books on that shelf and tighten bookend. Do not overcrowd book shelves. If all books will not fit on the shelf, shift the books forward or backward to maintain the integrity of the call number order. Do not remove bookends or leave them dangling to make space. When a shelf end label needs to be changed because of a necessary shift, inform the Administrative Assistant of the location, and beginning and ending numbers for the shelf end labels. Books to be shelved in the security room should be routed to a member of the full time staff for reshelving.

Shelf reading

Shelf reading involves checking to see that books are on the shelf in exact call number sequence and proper location. When on BACKUP 2 check the shelf reading log on the bulletin board to see where the previous shelf reader left off. Continue reading at that place. Check for Main Library books, books with special locator signals or dots, and books out of call number sequence. Also check to see that no books have been shoved behind the books on the shelves. Straighten each shelf and tighten bookend. If necessary, shift books to avoid overcrowding. When continuing to the next bookstack, be sure that the call number sequence doesn't repeat. Books on the shelves which appear to be in disrepair or have illegible call numbers should be brought to the clerical staff to be routed to the mend unit. When you have finished shelf reading, log your stopping place on shelf reading log and initial in the space provided.

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To: Circulation Staff

From: shirien

Subject: Some Circulation Department policies

At yesterday's Main Desk and Current Newspaper Sections' student meeting I announced a new Circulation Department policy that affects student assistants:

Students should be in the Circulation Department work area only when they are scheduled to work. This does not include the times they come in to check schedules, arrange substitutes, or otherwise take care of work-related business.

Personal phone calls made by students should be kept short and infrequent.

Following are two other policies that have never been formally written:

Personal guests and other library staff who are not performing work-related business should not be in the department work area frequently or for extended periods of time.

Personal phone calls made by staff members should be kept short and infrequent.

If anyone has any questions about these policies please ask me.

Thanks!!