

## Heartland Community College Library Desk responsibilities:

As much as possible, never leave tasks for the next person to do.  
Finish all of your tasks each shift.

### **Everybody:**

Check out materials to patrons  
Discharge and shelve returned HCC items (primarily Reception)  
Create photo IDs as needed (primarily Reception)  
Shelf reading  
Answering phones  
Marking answers on tally sheets  
Helping patrons

### **Reception:**

Assist circulation as needed  
Photocopy handouts as needed/requested by Librarians  
Keep staplers and hole punches neat and filled  
Opening: in coordination with Circ and Computer Lab  
    Shades up  
    Lights on (not before 7.30)  
    Doors open  
    Newspapers on rack  
    Drop boxes checked  
    Printer on  
    Finish any shelving from previous evening  
    Mondays—put out new tally sheets and place last week's in Rachelle's box

### **Circulation:**

Assist reception as needed  
Discharge and process returned non-HCC items  
Process incoming ILDS  
Process call slip requests  
Process new magazines and distribute mail  
Headcount every hour on the half hour  
Newspapers on weekends  
Opening: in coordination with Recp and Computer Lab  
    Open ID station (room, program, and Voyager)  
    Adjust date due stamps  
    Open Voyager on both Circ computers  
    Open headcount on West computer  
    Check in newspapers  
    Check for call slips

Mondays—put out new tally sheets and place last week's in Rachelle's box

Closing: Final walk around to warn patrons of closing time

Clean up stacks, tables and carrels

Check group rooms for patrons

Close down ID station

Discharging and shelving completed

Shades down

Circ computers logged off

Printer off

Lights off

Make sure ALL patrons are gone before leaving

Close doors

## **Librarians: who does what**

Lora

Reserves

Supplies

Reference

Randi

Billing/Losts

Copiers

Magazines

Research Appointments

Shelf Reading

Reference

Carol

Instruction scheduling

SLAC

Reference

Rachelle

Voyager weirdness

ILL

Reference