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