

WORK RULES

The following are work rules that all should abide by when working at the circulation desk and in the stacks. This will assure that we provide the best service to the library patrons.

Circulation Rules:

Things NOT allowed when working at the at the circulation desk:

1. Personal electronic devices
 - a. Cell phones
 - i. Cell phones should be turned off before coming to work and not be taken out of your bag/pocket/purse during your shift.
 - ii. Cell phone conversations and texting are **NOT** allowed at the circulation desk.
 - iii. We understand if it's an emergency or even an urgent message. In this case, let a supervisor know you need to make a quick call and walk away from the desk. This includes text messaging.
 - b. iPods or any kind of mp3 player
 - c. personal laptops
 - d. portable videogames
2. Downloading anything
 - a. Do not download games, programs, music, or movies onto the circulation desk computers. Downloading these things could result in viruses infecting the computers.
3. Breaks exceeding 15 minutes
 - a. Breaks should not exceed 15 minutes and are only taken if working a 4+ hour shift.
4. Excessive socializing
 - a. Keep non-work-related conversations with friends to only a few minutes at most
5. Allowing one person or other people to take care of all the work
 - a. Help each other out! Don't let your co-workers take care of everything (e.g. putting books away, reimaging computers, helping patrons, etc.)
 - b. If it is not busy, you should try your best to take care of as much as you can before your shift ends. This way the people working after you won't have too much work to do when they get in.

Things allowed when working at the circulation desk:

1. Homework
2. Reading
3. Crossword Puzzles
4. Sudoku
5. Surfing the web
6. Simple online games
 - a. They must be easy to pause or stop playing when a patron comes to the counter.

*ALSO IMPORTANT TO NOTE: All of these activities are **ONLY** allowed to occur after...*

1. All patrons have been helped
2. All assigned duties/tasks are finished
3. Book drops are empty and filed on the carts
4. All equipment has been dealt with
 - a. All laptops are reimaged (or being re-imaged) and put in the cabinets
 - b. All cameras are charged and put in the cabinets

Stacks Rules:

Things NOT allowed when working in the stacks:

1. Anything other than shelving or your assigned task, which includes:
 - a. Going on the computer
 - b. Talking to friends for more than a few minutes

Note: You may listen to music while in the stacks, BUT people may need your help and we may need to call you down. Therefore, if you are going to listen to music, make sure you can still hear what's going on around you and still paying attention to what you are doing.