Engineering Library Desk Shift Duties for Casuals

❖ Primary Duties:

- Check “Read Me” section of this binder for important communication.

- Monitor library entrance – friendly smile for everyone who walks past the desk 😊

- Check-in and check-out of library materials including laptops.

- Providing assistance to library patrons, and referring reference questions to regular staff members – see Reference Guidelines for Casuals

- Adding printing credits for patrons to their printing (CPAS) accounts

- Recording all patron questions, whether by phone or in person, in LibAnswers statistics on the Circ Desk computer.

- Keep the book drop at the Circ Desk, and the outside book drop, cleared at all times; check in and rough-shelve items on the book truck.

- Shelving – including straightening and shifting of library materials as necessary while you shelve. Try to shelve at least one truck of books on each shift.

- Picking up, counting (in Sierra), and shelving of items that have been used inside the library and left on tables, shelves, or carrels. Make sure to count the use of books that have been taken off of the shelves but not checked out. Do this at least once every shift.

- Keeping the library tidy – straightening chairs, removing garbage, etc.

- Remember to fill in your timesheets during every shift.

- Monitor library equipment and supplies. Fill printers, staplers, holders for scrap paper and pencils.

- Recording any questions that you cannot answer in the ‘I Don’t Know Log’ located on the desktop of the middle circulation desk computer. Take time during your shifts to read all of the questions and answers on the log.

- Cleaning the Learning Commons and check out desk computers, and wiping down tables – please clean a few computers and tables during weekends on an ongoing basis.

- Other Projects such as shifting or inventory explained in the ‘Read Me’ section of the Casuals’ Binder, and listed in the “Projects” section / Science page of the Student Assistants LibGuide. Please follow the full instructions.
• **It’s okay to spend time on homework during your shift after all of your duties have been completed.** Please refrain from doing personal business or using social media during your shift.

- **If You Can’t Make Your Shift**
  Please try to trade with, or give your shift away to, another casual employee in the Science or Engineering Library. If you can’t find someone to take your shift then please contact your Supervisor (number on the *Casuals Who To Call List*).

  **Please do not contact a casual from any other Branch Library to work your shift without checking with your supervisor first as trading employees between branches can get very complicated.**

- **Casuals Information**
  Student Casual Assistants’ hours of work may not exceed more than 7 hours per day and 80 hours per month in total. This includes any time allotted to other employment on campus.

- **SafeWalk**
  Walking on campus after your shift in the evening may not be safe. Even at 8:00 p.m. parts of campus may be deserted, and during winter can be dark and poorly lit. Contact SafeWalk if you need to walk in an area that makes you feel uncomfortable:

  **Daytime: 966-7233 After Hours: 966-5555**