

1 Turn On/Off Lights:

- 4 wall switches to the left of the Pac stations.
- 3 wall switches on far wall shared with Local History.
- 1 wall switch on middle column in Gay's room.
- 2 wall switches to the right of the doors which are under the dragon's tail.

2 Turn On/Off Computers

2.1 Circulation and YS Ref computers

TURN ON

- Turn on monitor & receipt printer.
- Click on YS Ref Button.
- Password: ppl03ref

TURN OFF

- Exit out of all programs
- Go to Start button and select "Turn Off Computer" option
- Turn off receipt printer

2.2 PACs

TURN ON

- Turn on the computer using the button on the left side of the screen.

TURN OFF

- Push CTRL ALT and DEL
- Use the mouse to select the up arrow on the red button in the lower right of the screen.
- Select Shut Down

2.3 Laser Printer

- Turn on/off with the switch on the left hand side

2.4 Game Stations

TURN ON:

- Turn on computers # 1, # 2, #3, & #4 and their monitors - no password or unlocking are necessary.

TURN OFF:

- Exit all games and open windows.
- Click on Windows Start button.
- Choose shut down.
- Wait for tower to shut down before manually turning off monitors.

2.5 Smiley/Self Checkout

TURN ON:

- Press buttons on monitor, receipt printer, and tower. No password is necessary.

TURN OFF:

- Press buttons on monitor, receipt printer, and tower. No password is necessary.
- Flip the sign over the monitor to indicate Smiley is sleeping.

2.6 Copier

TURN ON:

- Press on/off round button right side of button displays to power on. No password necessary.
- Close back of change/money machine, sliding change drawer back in.
- Shut back door of change machine
- Slowly turn key switch clockwise on front of change machine to pull back door of change machine flush. When it doesn't turn any further, press it down into the machine.

TURN OFF:

- Press on/off round button on right side of button displays.
- Use key from nearest desk to open change machine. After the key hole pops, turn it counterclockwise to open the back of the machine.
- Pull the bottom drawer out and empty change into YS bag after counting. Use Money Money Youth Services log in to record amount. Be sure to put your initials in the comment field of the new charge.
- Leave back of machine open and change drawer out.

3 Restrooms

OPENING

- Place keys for restrooms on counter. Keys can be found hanging under the desk.

CLOSING

- Check restrooms at 15 minutes until closing. Be sure that toilets are flushed, lights are turned off, and no one is still in the restroom. Place the keys under the desk after clearing the restrooms.

4 Meeting room

OPENING

- Check meeting room schedule. If a meeting is scheduled soon after we open, unlock meeting room door and prepare room (if necessary)

CLOSING

- If the meeting room is occupied, at 30 minutes until closing, alert occupants that the library will be closing and that the meeting room needs to be locked at 15 minutes until closing.
- Check meeting room at 15 minutes until closing. Be sure no one is in the meeting room and the doors to the outside are still locked and secure.

5 Doors

If not on the de-sensitizer on the desk near the teacher collections, the keys will be in the short stand behind the desk in the Misc Supplies holder.

5.1 Outside Doors

OPENING

- Use the allen wrench or hex key to unlock the outside doors.
- Stick the allen wrench in the left side of the door bar & turn until the bar stays down.
- Use the key shaped like a Y to unlock the handicap-accessibility door.
- Insert that key into the slot on the heater side of the entryway.
- Pull key up to unlock.
- Test by pushing the handicapped button. If it still doesn't open, try again!

CLOSING

- Before locking doors, check Local History department and YS department for any patrons. Be sure to re-check doors if patrons exit after you have locked the doors.
- Use the allen wrench or hex key to unlock the outside doors.
- Stick the allen wrench in the left side of the door bar & turn until the bar loosens and stays press-able.
- Check doors to make sure the doors have latched. Pull them toward the inside of the building until they latch.
- Use the key shaped like a Y to unlock the handicap-accessibility door.
- Insert that key into the slot on the heater side of the entryway.
- Pull key down to lock.
- Test by pushing the handicapped button. If it still opens, try again!

6 Breaker Box

Only do this if maintenance is NOT here. Typically, they will do this for us! Use the key with IM on it to unlock the wooden door in between the glass doors leading outside. Inside this area, on the right, are the breaker boxes. Follow the instructions posted on the breaker box to open or close. [OBJ]