

## Sedgwick Library Daily Routines (9/11/20)

### Beginning of Day

- Switch **Book Return Bucket** by Library Door to the right one for the day of the week. (if it hasn't been already.) Move yesterday's bucket to the library office.
- Check the Schedule for the Day by checking your Google Calendar
- Check your email
- Change Date Due Stamps (both) to match actual due date

### Book Concierge Service

- Login to Destiny
  - Reports Tab
    - Library Reports
    - Holds
    - Check for kids who request more than one book, delete extras
  - Reports Tab
    - Report Builder
    - Run "Books to Pull"
    - Click View
    - Click View Report
    - Print
    - Pull the Books you can find on the shelves (make sure the barcode matches)
    - Bring them to circ desk
  - Reports Tab
    - Library Reports
    - Holds
    - If you found the book, click PULL button
  - Reports Tab
    - Holds Notices
    - Print only the Notices for the books you pulled
    - Write Room Number on top
      - If there is no room or advisory, this book is for a remote learner. Place on Curbside Pickup Cart
    - Fold in half and insert into book with name showing
  - Check books out** to the students on the list
    - Date Due Stamp (only if you have time)
    - Place Books on Holds Cart
  - Repeat this process throughout the day
  -
- Deliver books during Advisory to each student's advisory  
(We may ask Advisory to send one student down on non-lesson days)

## **Remote Learners Curbside Pickup**

- Holds for remote learners are placed on a different cart
- This cart will be left outside one day per week (TBD) for curbside pickup by parents

## **During the Day**

### **Circulation desk (Sanitize hands frequently)**

- Check in books from book return bin labeled the same day (So on Monday, check in and reshelve books from the Monday bin)
  - Organize them by genre and then alphabetize on cart
  - Reshelve all books asap
  - Put post-it notes on any books that have a question
  - Scan library for general neatness and straighten
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- Check out book to students without touching them
    - One book only for now

### **Organize mail and magazines**

- Visit mailboxes once per day
- Leave weekly WH newspapers in mail room on table
- Leave Shannon's mail near her computer, including School Library Journal magazine
- All other magazines go in a pile for later

## **Processing new books**

Due date sticker on FIRST PAGE (not inside cover)

Sedgwick Stamp on first page

Create a spine label if needed

Shannon will add a Genre sticker

Plastic cover if it needs it

### **Extra Time**

Pull books to edges of all shelves (called Edging)

Shelfread, make sure there are not books that don't belong in the section or alphabet

### **Weeded Books (When Shannon pulls books out of collection to be recycled)**

In Destiny Catalog

- Update Copies
- Track as weeded
- Scan barcode
- Cross out Sedgwick barcode with Sharpie
- Add book to weeding cart.
- When it gets full, box for book recycling