**Adult Reference Desk Shift Duties**

**Morning Shift**

1. Turn on public computers (type ### into password). Check to make sure the CountyCat station is up and running on the north end of the adult section.
2. Turn on periodical lights.
3. Press the power button on the public copier to wake it up (can also press the black/white button) and check there is enough paper in the drawers. If paper is low, refill before opening.
4. Make sure the doors to the program room/basement are locked, unless there is a program scheduled at open or elections.
5. Check the WFB Library Reference email by clicking on the blue mail icon on the lower task bar. Respond to inquiries as applicable, forward mail to other appropriate staff members if needed. Overdrive questions go to Scott or Allison. Move responded to emails to the “responded” folder. Move emails from Amazon to the “accounts” folder, invoices to “Amazon invoices” folder. Send Theresa bounced date due emails. Delete junk mail.
6. Face out books on the tops of the new area.
7. Make copies of the New York Times and the Milwaukee Journal Sentinel crossword puzzle.
8. Check paper/pencil holders at computer areas and ref desk and resupply as needed.
9. Check to make sure water for the coffee station is full. If there is time, make sure coffee supplies are also refilled.

**Afternoon Desk Shifts**

1. Do a sweep through the adult dept. and computer area. Push in chairs, throw away scraps, fix blinds if needed, etc. (Keep blinds closed during hot summer afternoons.)
2. Walk through stacks and pull stray books that may be lying incorrectly on the shelves. Either shelve them or set them on the reshelving carts outside the stacks.
3. Check CountyCat stations to see if they are on either our library homepage or the CountyCat homepage.
4. Check the WFB Library Reference email (see instructions above).

**Evening Desk Shift**

1. Same as afternoon shift.
2. Check paper/pencil holders at computer areas and ref desk and resupply as needed.
3. Check the WFB Library Reference email (see instructions above).

**Closing**

1. 15 min. prior to closing time, clear out program room, lock doors but leave elevator unlocked.
2. Turn off copier, Keurig Coffee maker, standing lamps and periodical lights just before closing.
3. Walk through building and make sure people are packing up and leaving appropriately. Double check study rooms and bathrooms.
4. Report and wait with circ staff until front doors are locked (LIC should be last to leave the bldg.)
5. Follow Librarian in Charge guidelines for closing the building if you are in charge at closing time.