

## **Procedures**

First thing in the morning turn on PCs and photocopier

### **Turning staff PC on**

Turning PCs & monitors on using the power buttons. Do not switch PCs off at the wall at anytime.

Press ctrl, alt and delete at the same time

Enter the username and password or just password if the username is already there.

To load Open Galaxy double click with left mouse button click on the shortcut link on the desktop.

Log in to Open Galaxy with username and password.

Load netloan and leave it minimized on the desktop all day for ease of use

## **Public PCs**

These just need turning on with the power buttons they will load up with netloan ready for the public to log in to

Bring cash out of the safe and put in the cash drawer.(The till)

Make sure slip printer is on.

Make sure date stamps have correct dates on them. You should have a Book stamp and a DVD stamp. To change the date hold the stamp upside down and press with your thumbs issue date will be displayed roll dates around to correct settings.

## **When the skip arrives**

Unpack all the items and scan barcode in discharge screen. Respond to any messages

1. If item is clear then it is ready to put back on your shelves
2. If items is for a request print slip or note name on scrap of paper and put with book ready for collection
3. If the item is new stock (or new to you) the date label will need stamping with the ownership stamp and the month and year of arrival. If it is a transfer from another library stamp use your ownership stamp after the last date on the date label.

## **When you need to send an item in the skip**

The system will have prompted you to send the item to another library. The item will need to be wrapped up (with a large piece of scrap paper & rubber band) with the branch code and today's date and REQ if it is a request. On the date label after the last date stamped write the branch code and the date. Do not overfill the skip.

Full name	Short name	Full name	Short name
<b>Doncaster Central Library</b>	<b>CLL</b>	<b>Scawthorpe Library</b>	<b>SCW</b>
<b>Doncaster Central Reference Library</b>	<b>CRL</b>	<b>Sprotbrough Library</b>	<b>SPR</b>
<b>Doncaster Central Local Studies Library</b>	<b>CLS</b>	<b>Stainforth Library</b>	<b>STA</b>

<b>Doncaster Central Junior Library</b>	<b>CJL</b>	<b>Thorne Library</b>	<b>THO</b>
<b>Armthorpe Library</b>	<b>ARM</b>	<b>Tickhill Library</b>	<b>TIC</b>
<b>Askern Library</b>	<b>ASK</b>	<b>Warmsworth Library</b>	<b>WAR</b>
<b>Balby Library</b>	<b>BBY</b>	<b>Wheatley Library</b>	<b>WHE</b>
<b>Bawtry Library</b>	<b>BAW</b>	<b>Woodlands Library</b>	<b>WDL</b>
<b>Bentley Library</b>	<b>BEN</b>	<b>Bibliographical Services</b>	<b>BIBS</b>
<b>Bessacarr Library</b>	<b>BES</b>	<b>Bibliographical Services Reserve Stack</b>	<b>BRS</b>
<b>Cantley Library</b>	<b>CTY</b>	<b>Archives</b>	<b>ACV</b>
<b>Conisbrough Library</b>	<b>CON</b>	<b>Home Library Service</b>	<b>HLS</b>
<b>Edenthorpe Library</b>	<b>ETH</b>	<b>DRI (Donc Royal Infirm Patients' Lib)</b>	<b>DRI</b>
<b>Edlington Library</b>	<b>EDL</b>	<b>Mobile Library</b>	<b>MBL</b>
<b>Hatfield Library</b>	<b>HAT</b>	<b>Travelling Library</b>	<b>TRL</b>
<b>Intake Library</b>	<b>INT</b>	<b>Schools Library Service</b>	<b>SLS</b>
<b>Mexborough Library</b>	<b>MXB</b>	<b>Moorlands Closed Prison</b>	<b>MLD</b>
<b>Moorends</b>	<b>MOR</b>	<b>HMP &amp; YOI Hatfield</b>	<b>HFD</b>
<b>Rossington Library</b>	<b>ROS</b>	<b>Lindholme Prison</b>	<b>LIN</b>

### Using the self service machines

If you have a self service machine it should be left on unless there is a holiday. See separate instructions.

### End of the day

Logout of Open Galaxy – use red arrow until you get the message do you want to log out and then answer yes. Click on exit and Open Galaxy will close

Come out of netloan just by using the cross on the top right on the screen

Change the date stamp ready for the next opening session

Turn off all the PCs (public PCs can just be turned off with the power buttons on the PC and the monitor) Do not turn off at the wall.

Put the cash drawer in the safe.

Put DVDs in safe & CDs.

Turn off the photocopier at the wall.

Set the alarm as you exit

