

PHYSICS LIBRARY OPENING PROCEDURES

A Varian key card (or activated proximity ID) and a reserve cabinet key are needed to open the Physics Library.

The key card will open the ground floor lobby doors and the Library doors.

Every current Physics Library staff member has a key card and reserve cabinet key.

Each Science and Engineering branch has a key card and a reserve cabinet key.

Every SERG Librarian and Operations Manager has a proximity ID card with Varian Building and Physics Library access activated.

Varian lobby doors unlock automatically at approximately 7:30am weekdays, and before 4pm on Sundays and holidays. There is an 8-hour backup system that will come on in case of power failure.

The following information is posted on the white reserve cabinets:

- Staff and student assistant schedule and phone numbers
- Sunday supervisor: Fariha Nalan; hours: 4-9pm; phone: 3-1513

Physics Library Hours

Monday–Thursday: 9am–9pm

Friday: 9am–5pm

Closed Saturday

Sunday: 4pm–9pm

Summer and Intersession: Monday–Friday: 1–5 pm

1. WHEN OPENING SUNDAY AND/OR HOLIDAYS. Telephone the Sunday supervisor at 3-1513 to announce your arrival.

2. LIBRARY DOORS. Use your Varian key card (or proximity ID) to enter the Library.

COMPLETE THE FOLLOWING STEPS BEFORE OPENING THE LIBRARY FOR SERVICE:

3. LIGHTS. Turn on the main level reading room/staff area lights using the triple switch on the right as you walk into the Library. Main level stack lights are controlled by a single switch on the end of the shelves between rows 1 and 2. Don't turn on the mezzanine lights - they can be turned on as needed. The main aisle light in the mezzanine is always on.

4. CIRCULATION DESK PC. Turn on the circulation desk computer. User name, password, and domain information are posted inside the door of reserve cabinet 2. Login to Unicorn. The Unicorn user ID and password also are posted in reserve cabinet 2. Pull up a Web browser and log into RefStats (refstats.stanford.edu). Link to Physics Library, and then Physics--Loan Desk. Minimize the RefStats log form, close the RefStats window, and log out of PC Leland. The RefStats log form will remain open.

5. RESERVE CABINETS. Unlock the 4 white reserve cabinets using your small key. You should always have your reserve cabinet key with you when opening the Library, but if you don't, contact another science/engineering library to borrow theirs. PLEASE DO NOT CALL A LOCKSMITH!

6. OUTSIDE BOOK DROP. The book drop is located just outside the doors on the south entrance of the new Physics/Astrophysics building. Using the book drop key from reserve cabinet 2, open the lower door of the book drop and remove all items. If there are too many to carry, roll the inside part of the book drop up to the Library, remove all items, and then immediately return it to its place. Be sure to lock the lower door of the book drop and place the key back in reserve cabinet 2. The upper door of the book drop always should remain unlocked. Any *New York Times* newspapers found in the book drop should be delivered to the OM. In the OM's absence, deliver to Larry or Rebecca.

7. DATE STAMPS AND SERVICE BELL. Take the 6 date stamps, ink pad, service bell, and sign out of reserve cabinet 4. Set up the date stamps and ink pads on the far right side of the circulation desk. It helps to keep them in the following order: Today, 1 Day, and 4 Weeks on the open top of the ink pad. One Week, Two Weeks, and 90 days just to the right. Check the dates to make sure they're correct.

OPEN LIBRARY – OPEN EACH DOOR FULLY SO THAT THE DOOR'S METAL DISK "STICKS" TO ITS CORRESPONDING WALL-MOUNTED MAGNET. BEFORE PULLING THE SMALLER DOOR OPEN, UNLOCK IT BY PUSHING DOWN ON THE LEVER OF THE LOWER LOCKING MECHANISM AND UP ON THE LEVER OF THE UPPER LOCKING MECHANISM.

8. PUBLIC PRINT SERVER. Before rebooting the kiosk PCs (see below), turn off the print server hard drive, wait 10 seconds, and then turn the print server back on.

9. KIOSK PCs. After the public print server is completely re-booted, press the Logout buttons on the three PUBLIC KIOSK computers. Make sure all kiosk computers are working. If you find a problem with any machine, please compose a "Temporarily Out of Service" sign and post it on the kiosk. Leave a note in the Problems Box notifying staff of the problem.

10. IN-HOUSE PICK-UP AND CLEAN UP. Pick up all books and journals from the copier room, tables, carrels, chairs, the floor, etc. on the main floor and in the mezzanine. Bring everything to the circulation desk and scan for use in Unicorn. (Use the "Mark Item Used" (hand with book) link to display the Item Use window.) Leave a note in the Problems Box alerting staff of any problems/questions. Sort items (books, main-level journals, mezzanine journals) on the shelving cart. Straighten all chairs, and clean up all tables. Put newspapers (except the *New York Times*), papers, cans, etc. in appropriate recycling bins near the elevator. Push in all pull-out shelves in the main level stacks.

10. PHOTOCOPIERS. Push the green start button on all photocopiers. Make sure they are alive and well. If there is a problem with either Xerox copier in the photocopy room, close the top and turn the Velcro-attached sign on top of the copier to the "Out of Order" side. Call 5-1036 to report any problems with the Xerox copiers. Enter all calls on the problem log sheet next to the telephone on the telephone table section of the circulation desk. Check the department copier. If service is needed, contact Stewart Kramer (3-8225). Please leave a note in the Problems Box if you request department copier service.

11. AFTER-HOURS CIRCULATION BOX. Move the box and forms from the circulation desk to the shelf below the new books. Retain completed forms, and charge each item carefully. Shred each form after the item is successfully charged. If an after-hours user has entered the wrong ID, look up the correct ID in Unicorn, and then leave the form in the Problems Box with a note to staff. If you cannot charge an item because a user is blocked, leave the corresponding after-hours form and a note in the Problems Box.

12. DISCHARGE BOOK DROP ITEMS. Discharge everything from the outside and inside book drops by 9am weekdays and 5pm weekends, intersession, and holidays. RESHELVE RESERVES IMMEDIATELY. Put non-reserve items in order on a cart for shelving. Leave a detailed note in the Problems Box if you encounter any reserve problems. Note: Be sure to charge out items from the After-Hours Circulation Box before discharging any book drop items.

13. STAFF AND PUBLIC PRINTERS. Make sure both are on, working, and filled with paper. Both public and staff paper are stored in a cabinet labeled "public paper" located just inside the entrance of the OM's office. Use the OM Office key from reserve cabinet 2 to unlock the OM's door.

14. DESK CALENDAR. Change the circulation desk calendar to today's date.

15. CURRENT JOURNAL DISPLAY. After all shelving is done, make sure every space on the current journal display is filled with the latest issue. If a journal issue is missing, search the Library for the item. Check the stacks, photocopy room, and study tables.

16. VOICEMAIL (staff only). Check voicemail on 3-4342. Mailbox and password numbers are in reserve cabinet 2.