# Opening Procedures

* Turn on all lights and computers before opening.
* Empty book drop and check in items
* Open Google Chrome and go to Leap.[[1]](#footnote-1)
* Log-in and click the button that says Check In, then select Bulk.
* Confirm that the title matches the item you are checking in.
* During check in, ensure that DVDs and CDs (e.g. audio books) match cases and number of discs (see check-in note).
* Place on hold shelf anything that is on hold (try to bundle books for same patron).
* If an item needs to go to another destination, a pop-up window will tell you where to send it. Place the appropriate transit flag, face up, in each item identifying the destination library.
* Deal with any books that need attention: cleaning, repairs, fix spine label or call number on item record.
  + If the item/patron is from another library, use the Damaged Item webform to communicate with the corresponding library.
* For mail to items, prepare the shipping label using the Canada Post Shipping tool.[[2]](#footnote-2)
* Request Pick List – as per instructions on cheat sheet.[[3]](#footnote-3)
* For items going to PRL headquarters, slip each item with the appropriate transit flag and place in the grey bin.

# Closing Procedures

* Tidy tables and other furniture.
* Turn off all computers;
* Turn off printer and photocopier.
* Change date stamps and prepare return slips.
* Package all remaining outgoing materials.
* Tidy circulation desk.
* Turn off lights and lock door.

# Ongoing

* Shelving and shelf reading
* Non-Fiction is filed first by the Dewey number to the final decimal, then by author, and if they are the same, then by title. E.g.: 641.5 comes before 641.51 but after 641.051.
* Adult Fiction is filed according to author’s last name, then by title.
* Easy Fiction is filed according to author’s last name, the strict order of title is not quite as important.
* Young Adult and Juvenile Fiction is filed by author’s last name, then by title.
* New and Notable books can placed on display.
* Magazines are filed alphabetically by title. Back issues are filed in date order, with the most recent at the front/top.
* Videos are filed as per their spine label: by Dewey Number if non-fiction or by title if fiction (e.g. movies and tv series).

Transit/Interlibrary Loan Procedures

* Phone patrons as soon as possible for pick-up of material that arrives for them.
  + There is a report that lists phone notification patrons.
* Mail “Mail to my address” requests as soon as possible.

# Procedures for processing and protecting new materials

## At time of addition to collection

* Use only book tape on books and videos as it is specially designed not to disintegrate, get sticky or crumble
* Attach spine labels and any other labels (i.e. Western, Reference, Christian, Fantasy or reading level)
* Paperbacks: use book tape to cover entire spine. This will prevent the spine from cracking and make the title easier to read on the shelf, protect the labels, as well as prolong the life of the book. (If spine is at all cracked, just use a label protector over the spine label)
* Reinforce corners to prevent fraying and curling
* DVDs are to be placed in DVD cases. All labels are to be placed on the video sleeve, not on the case, and the sleeve is then placed within the case.
* All video and audio discs must be labeled with library ownership.
* All books must be stamped at least once with the Library stamp.
* Books with dust jackets, if they are particularly valuable should be laminated or covered, otherwise only the spine label is covered with a spine label protector.

## During circulation

* Audio books should have a check in note indicating how many discs are in the case.
* Books that are slightly damaged but still able to be circulated should have a check in note.
* Each time a video or audio book is checked in, staff **must** check that the contents match the case.
* Books that are damaged through neglect (liquid spills, writing or highlighting) will be weeded. Last borrower may be charged for replacement if they caused the damage, and item was not already a candidate for weeding.

1. <https://search.prl.ab.ca/leapwebapp/circulation/default.aspx> [↑](#footnote-ref-1)
2. <http://support.prl.ab.ca/index.php/mail-delivery/mail-courier/> [↑](#footnote-ref-2)
3. <http://support.prl.ab.ca/index.php/library-how-to/circulation/> [↑](#footnote-ref-3)