

LIBRARY OPERATIONS MANUAL / MAY, 2002  
 REVISED, 20\_\_  
 BEING REWRITTEN AS A POLICY MANUAL 2022

**OPENING PROCEDURES:**

- UNLOCK THE DOOR
- TURN UP THE HEAT OR AC
- TURN ON THE LIGHTS
- TURN ON COMPUTERS & OPEN HORIZON
- MAKE SURE THE STATISTICS BOOK IS READY FOR THE DAY AND THE STAMPER IS PREPPED.
- CHECK THE BOOK DROP

**CLOSING PROCEDURES:**

- SHUT DOWN ALL COMPUTERS
- TURN DOWN THE HEAT OR TURN OFF THE AC

**CIRCULATION:** Defined as the act of maintaining a record of all materials checked in and out. Since we are still using 2 systems, you will have to record in the Statistics Book as well as Horizon. Adults are any patron over 12 years old.

**CHECK OUT:**

- Hashtag all item checked in and out according to their classification.
- Date stamp the book and card and write the in-house number in the book.
- Perform Horizon checkout, if they have an item not in the catalog, we will fix it when it is returned. If it is a DVD, put the disc in the case.
- File the card in the date box.
- Magazines are written on a blue book card with magazine name and issue date and in-house number. They are not entered in Horizon. Then file as normal.

**CHECK IN:**

- Scan into Horizon. (If item is not in Horizon, set aside for later cataloging.)
- Mark in the appropriate category in the Statistics Book.
- Find the card and return it to the card pocket or DVD case. Return DVDs to the binder and shelve the books and DVD cases.

**HOW DO I...? WHAT DO I...?**

In the beginning you may find yourself wondering what to do on a daily, weekly or monthly basis. Here's some help.

**Daily:** (these tasks can easily be delegated to volunteers or library staff)

- SHELVE BOOKS.** Returning the books the library shelves is an excellent way to become familiar with the library collection. Take a moment to check the books around the book you're returning and see if they're in or out of order.

Straightening shelves and making sure non-fiction titles are in Dewey Decimal numerical order is another way for you to spend time with your face in the collection, getting to know it. This will prove very valuable later when Patrons ask you whether we have a book about this or that.

Check the labels on the book spines, and replace or tape down if they're faded or peeling off.

Clean the bathroom, vacuum, dust, and clean the windows.

Children's books can be arranged neatly on the shelves (they'll never stay that way though!) The covers of the kid's books get very grimy from little fingers so we clean with alcohol and a microfiber cloth.

Go through cards from books that are overdue. Pull overdue cards from the file on a regular basis and look for each book on the shelf before deciding it's actually missing. Frequently a book is back on the shelf with a new or different card in it. Always check.

Complete the circulation report from the day before. All the figures (number of adult and youth patrons, number of fiction books in/out, videos in/out, copy machine fees, etc.) are recorded on a daily report spread sheet. Each sheet represents one entire month by date. Just enter the appropriate statistic in under the correct date. At the end of the month, total them and enter the information on the monthly report, which is used to fill out the monthly Statistics' Report for the Board of Trustees meeting. **PAY CLOSE ATTENTION TO THESE STATISTICS AND THESE REPORTS!**

The Annual Report, due early in March and submitted first to CEF and then to the basis. It is also a good idea to read through the annual report from the year previous – it'll give you an idea of what they want. Remember – the report is for the fiscal year, not the actual year. The next report will be for **July 1, 2002 – June 30, 2003. BE PREPARED!!**

**MONTHLY:** You will be required to prepare a Manager's Report on the monthly activity in the library for the Board of Trustees. You must attend the Board Meetings – you'll need to know what the Board decides about different issues (that directly affect you and the library you run) and how they receive your ideas. It is a good idea to get to know the members of the Board because they are there to help you.

Follow the format of the monthly reports that have been done in the past to help you get started, but feel free to change the format and make it your own. These existing reports will provide a guideline as to how to present issues and report on events. Be as detailed as you can.

1. PATRONS: Patrons make requests. Patron requests are honored first and foremost, so if someone asks for a book, it's fairly recent, the library doesn't have it and it would make a worthwhile addition, suggest it to the Board for purchase. The same applies to videos. If Walmart has the videos that are on sale, but them there. Remember to keep all selections of a PG Library worthy nature. The library isn't a commercial operation, so a certain tact must be exercised when choosing titles. Always check the titles you plan to buy against the existing inventory so that you do not end up with duplicates.
2. THE BEST SELLER LISTS – available on-line and in newspapers – makes a great source to choose from.
3. THE BOARD: Keep a monthly record of all the statistics required by the annual report and update it.
4. You will need to fax an announcement of the Board of Trustees meeting to the local paper (Denton Publications/ the times of "TI") by 5PM Wednesday the week before the meeting. Put a notice up on the front door, too.

### **PROGRAMS FOR THE PUBLIC**

Part of your job is the planning and implementation of programs for the public. Try to have something "in the works" at all times, even if programs are q few months apart. The purpose of these is to get the public interested in, involved with, and participating in the library. Making money is not the objective of a program – save that for fundraising.

Programs are most easily planned using a seasonal theme such as

- a. Summer Reading program (kids)
- b. Autumn program – entertainment (adult & kids)
- c. HOLIDAY/Christmas program (kids)
- d. Spring program – educational, entertainment (adults)

CEF is a great resource for suggestions, and you will be contacted regularly by individuals who provide/perform for libraries. CEF usually masterminds a summer reading program for kids, and they give you guidelines and suggestion to follow.

**CEF ROTATING COLLECTIONS**

CEF sends a van weekly to each of the area libraries. The van drops off and picks up rotating collections, inter-library loaned items, and inter-library correspondence. Our van arrives on Thursday and the driver of the van has a key to each library in case he/she arrives and the library is closed.

**OVERDUE BOOKS**

Handle overdue books carefully. Overall, the patronage of the Hammond Library is decent and honest, and they must be treated accordingly. The days of imposing and extracting fines are pretty much over. It is easier and better for the public relations to give a patron the opportunity to drop a "guilt" donation into the donation tub. Allow at least a week if not more before pulling the cards from the card file and calling them "overdue".

Calling patrons on the phone and reminding them that they have book(s) or video(s) is acceptable, but must be done in a gentle and forgiving a manner as possible.

**PAYABLES VOUCHERS**

In the event that you make a purchase and pay with your own money, you'll need to fill out and submit a payables voucher and submit it to the treasurer.