

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
EDUCATIONAL RESOURCE CENTER
POLICY & PROCEDURE MANUAL**

Subject: OPENING PROCEDURE – LIBRARY AND STUDENT COMPUTER LABS	Original Issue Date: June 14, 2012	Policy #: 610
	Supersedes: June 14, 2012	Effective Date: May 12, 2016
Individuals/Committees Consulted: ERC Staff	Reviewed & Approved by: Administrative Committee College Planning	Approved by: Educational Resource Center Director (Signature on file)
		Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To delineate the process in preparing the Library and Student Computer Labs to open for business.

POLICY:

Library and Student Computer Labs will be opened on time according to posted hours of operation.

Educational Resource Center (ERC) are assigned to opening the Library and Student Computer Labs.

PROCEDURE:

Library staff assigned to opening the Library and Student Computer Lab will:

- Unlock Student Computer Lab doors, rooms 105 and 107
 - ✓ Turn on Student Computer Lab lights and each computer monitor
 - ✓ Prop doors open with door stop
 - ✓ Make sure there are blank sign-in sheets on the clipboards
- Enter Library
 - ✓ Turn on Library lights and each computer monitor
 - ✓ Obtain money pouches from locked cabinet
 - ✓ Count monies and record on appropriate cash count sheets (see Educational Resource Center Policy #150: Collection, Disbursement and Security of Fees)
 - ✓ Place money pouches in circulation desk cupboard
 - Put enough change from the Xerox Money pouch (25, 10 and 5 cent coins and \$1, \$5 and \$10 dollar bills) into the circulation desk cash drawer to do business for the day. Do not load the cash drawer to overflowing. Supplement as necessary from Petty Cash pouch.
 - Place pouches for Module Deposits/Receipts, and Education Fees inside of cash box in circulation desk cupboard
 - ✓ Check Equipment Reservation book to determine A/V equipment needed for the day
 - ✓ Obtain reserved A/V equipment from locked storage room

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- Ensure storage room is locked, including deadbolt, after obtaining equipment
- Check reserved laptops, LCDs to ensure all cords and remote controls are present
- Obtain any reserved easels or anatomical models from locked storage room in room 122
 - After obtaining easels/models make sure storage room is locked, including deadbolt.
 - Easels/models may be obtained the day before scheduled pick-up and stored in the video collection room until pick-up
- ✓ Make sure there are blank sign-in sheets on the Library clipboard on the circulation desk
- ✓ Unlock test file and return key to designated desk drawer
- ✓ Unlock Library front doors promptly at scheduled opening time.

PROCEDURE DOCUMENTATION:

REFERENCES:

Educational Resource Center Policy #150: Collection, Disbursement and Security of Fees

REVISION DATES:

June 14, 2012

May 12, 2016