LANEY COLLEGE
900 Fallon Street, T-850
Oakland, California 94607

SOP Number: 5.30.0.2
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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	LIBRARY OPENING ROUTINE

PURPOSE:

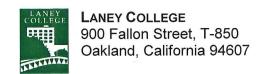To provide procedures for the daily opening of Laney College Library for library users

PROCEDURE:

LOAN DESK

1. Turn on the 2nd floor lights.
2. Turn on and logon computers at the Loan Desk.
3. Log into Horizon. Passwords are located in binders on the inside cover.
4. Turn on the lights on the 4th and the 3rd floors.
5. Unlock the doors in the process on the 2nd through the 4th floors
6. Unlock the cash box cabinet
7. Open the window blinds at the Loan Desk and the front entrance of the library.
8. Turn on all Internet and OPAC computers **(Only if library's IT staff is absence)**
9. At schedule opening of library, switch the power of the main entrance doors e.g.
   a. **POWER- ON**
   b. **AUTO**
   c. **ENTER**
   d. **YES**

RESERVE DESK

1. Turn on the lights in the RESERVE BOOK area.
2. Turn on the computers located at the Reserve Desk and log in.
3. Log into Horizon. Password is located in binders on the inside cover.
4. Turn on all copy machines.
5. Collect newspapers found in the Drop Box located at the Loan Desk. e.g.
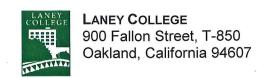   a. The Oakland Tribune
   b. San Francisco Chronicle

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c. Sing Tao Daily

RESERVE DESK (CONT.)

6. Stamp each newspaper- **LIBRARY USE ONLY**-
7. Place the *Oakland Tribune* and the *Sing Tao Daily* on newspaper sticks. Place those newspapers on the newspaper rack located in the browsing area.

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STANDARD OPERATING PROCEDURE

DEPARTMENT: Library Services	TITLE: LIBRARY OPENING ROUTINE

KEY WORDS

DEFINITIONS AND ABBREVIATIONS

RESOURCES

Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			