

Reference Desk Opening Procedures

1. **RESTART** all public computers if needed
2. **TURN-ON** desk computers: bring up *Internet Explorer*, *Pharos*, and *Workflows*

System Login	1per
Password	see password table
WorkFlows Login	cper
Password	kather
3. **REFILL** the printers with paper – public and office
4. **SCAN** daily newspapers from the night before
5. **PUT** the stat form in the Department Assistant's box in the Work Room
6. **PUT OUT** daily statistics sheet
7. **STRAIGHTEN-UP** as needed - around the desk and in the work room
8. **CHECK** group study room for markers and easers - straighten, as needed
9. **RESHELVE** reference books, as needed
10. **RESTOCK** desk forms as needed