

## HOW THIS SPACE IS USED

### STAFF USE

- Office for Head of Circulation & Page Supervisor
- Make Schedules
- Order Supplies
- Department meetings
- Work Room for Circulation Staff and Library Pages
- Process Magazines
- Process Inter-Library Loans
- Receiving area for USPS mail and FOL donations

### STORAGE:

- Home use laptops, tablets & hotspots
- New Videogame discs
- Receiving- FOL Donations
- Book Club Holds
- Home Delivery Holds
- Staff Holds
- Staff personal belongings
- Lost & Found
- Book carts
- ILL Bins
- Circulation Office Supplies

## CIRCULATION OFFICE SPECS

### OFFICE SIZE:

11ft x 10ft

### DEPARTMENT SIZE

- 1 Department Head
- 2 Full Time Circulation Assistants
- 3 Part Time (PT) Circulation Assistants
- 1 Interlibrary Loan Clerk (PT)
- 1 Page Supervisor (PT)
- 3 Pages (PT)

### OFFICE FEATURES:

- 2 workstations
- 1 telephone
- 1 Printer
- 1 Postage Meter
- 8 cubby shelves for staff belongings
- 8 cubby shelves for home laptops, tablets, etc.
- 3 Storage Cabinets
- No doors / no privacy