

## ***PROCEDURE FOR UNSUPERVISED BUILDING:***

The Librarian or Staff person who is to be on duty for the particular Saturday or Sunday has not shown up for work **WITHIN THE FIRST HOUR:**

1) Call the librarian OR staff person who is supposed to be on duty. To find this information, check the rotation schedule.

The Staff rotation is posted at circulation desk and the Librarian rotation should at all times be posted at the reference desk. The Sunday Librarian will be recorded on the Staff rotation schedule too.

2) In the event that the rotation schedule is not posted and you are not sure who is to be on duty, contact the Department Chair, then the Circulation Supervisor leaving a message for each if they are not available.

*All Stevenson Library phone numbers are attached with this procedure and are ranked according to how they should be called.*

3) Only if you cannot reach either of those individuals should you contact the Library Dean and leave a message if this person is not available.

4) Continue to contact staff if you are unable to reach any of these individuals until you speak with someone.