CHECKLIST

Opening the Lab

_____   Turn on light

_____   Turn on fans (if necessary)

_____   Turn on MCLINC (check-in) computer

_____   Log in to POLARIS ILS and open
               Check-Out Window

_____   Check that all patron computers started up

_____   Fill printer tray with paper

_____   Check for Ready indicator on Printer

_____   Check your supply of log sheets and waiting lists

_____   Print your Collection Fees Log Sheet (see icon
             on desktop.)

Beginning of Shift

_____   Check Blog for New Announcements

_____   Check Staffing Schedule (for any staff schedule
             changes)

_____   Check your email