V. ON-THE-JOB MISCELLANY

All the items below are important; however items A and B were specifically identified by supervisors as those to which student employees should pay particular attention.

A. JOB ATTIRE: You are expected to be neat and well-groomed as appropriate to job requirements. Remember that you represent the Library not only to other students, but also to faculty, administrators, and community users. Just use common sense in dressing for work. Talk with your supervisor if this is a point of concern.

B. SOCIALIZING: If your friends stop to visit, tell them you cannot have extended conversations on work time. You are here to work, and you cannot do this effectively if you spend time socializing.

If your friends plan to study in your general work area so they can talk to you on the job, discourage them from doing so, as it would distract you from your duties and also bother other library users (especially in public services areas).

C. BREAKS: If you work four hours in succession you are entitled to a 15-minute break. A break is intended as a rest period, to be followed (and preceded) by work. It may not be used to cover a late arrival or an early departure. If you are scheduled to work alone in an area, your supervisor may require you to take your break in the work area. Otherwise, you can use the Staff Lounge on the Lower Level for your break. A phone in the Lounge can be used for personal calls. Students working nights or weekends can use their department’s Staff Lounge room key or borrow one from the Check-out Desk. Please be sure to close the lounge door after your break since the staff lounge is to remained locked at all times.

Breaks for students working during a weekend or holiday/semester break may vary in length, or by department. Know the rules for your department.

D. EATING & DRINKING WHILE ON DUTY. Generally, do not expect to eat and drink (this includes meals or snacks) while on duty, especially if you work in an area visible to the public. Even if you work in an area, which is not visible to the public, go to the Staff Lounge or other designated area during your breaks, lunch periods, etc. Any exceptions should be arranged with your supervisor.

E. STUDYING WHILE ON DUTY. Generally, do not expect to study while on duty, except when all of your other tasks have been completed. Any exceptions should be arranged with your supervisor.
F. EMAILING, etc. WHILE ON DUTY [aka: Access To Your Campus Network Account From Student Assistant Pcs]

It is tempting, when you first get to work, to 'just check your email'. Obviously, if you are on-the-clock, you should not be doing your own online work until your other regular duties are completed. Any exceptions should be arranged with your supervisor. Some work areas have pcs used only by their student assistants; some have shared pcs; and, of course, there are the public desk pcs that are there to be used to Check-out and Discharge Library Materials. See section J below for policies about Student Use of Library Deparemental Computers!

However, IF you are allowed to access your campus network account during worktime (to get to your campus Pmail account, or to work in your files), you need to know how to get there (i.e., the coral or citrine server) from here (i.e., the cml server). Here are instructions:

<table>
<thead>
<tr>
<th>ACCESS TO WINDOWS PMAIL [AND/OR ACCESS YOUR OWN WORD FILES] FROM STUDENT ASSISTANT PCs</th>
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<tbody>
<tr>
<td>1. Boot up computer as usual.</td>
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<td>2. At the Novel Login window enter:</td>
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<tr>
<td>ID: library student login id</td>
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<tr>
<td>PASSWORD: library student login password</td>
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<tr>
<td>[If you DO NOT login to the CML Network, then you are not connected to ANY network and CANNOT get to your Citrine/Coral account via Windows]</td>
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<tr>
<td>3. Once logged in, the desktop will look the same. Click on the Pmail icon. Windows Pmail will load.</td>
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<td>4. Within Pmail, click on the File Menu. The last item just before the Exit command is File Servers. Click on File Servers.</td>
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<tr>
<td>5. A Pmail window will come up, SERVERS ON THE NETWORK. Find citrine or coral and click on it. Then enter your id and password. YOUR email should appear.</td>
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<tr>
<td>6. Use as usual. When you are finished, Exit out of Pmail.</td>
</tr>
<tr>
<td>7. If you are finished and DO NOT want to go to Word, use the LOGOFF [ID] command. (You don't need to use &quot;Shut Down&quot;). The Novell Login screen will appear, with [ID] in the ID. You can re-enter the STUDENT password.</td>
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HOW TO USE WORD AND SAVE TO YOUR CITRINE/CORAL ACCOUNT
1. Do steps 1-6 in PMAIL above.
2. Go into Word.
3. Choose "Open" a file.
4. Look thru the directory and find NETWORK NEIGHBORHOOD. Click on it.
5. Look for the Citrine or Coral folder. Click to open it.
6. There will be several folders: USR1, USR2, etc. Your account is under one of these folders. If you don't know which one, open each one until you find a folder with YOUR NAME on it. Click to open.
7. All of your files should be there!
8. Use as you normally would.
8. If you are finished, use the LOGOFF [ID] command. (You don't need to use "Shut Down"). The Novell Login screen will appear, with [ID] in the ID. You can re-enter the STUDENT password.

G. VISITING YOUR WORK AREA WHILE NOT ON DUTY: Avoid this. "Lounging" in the work area creates a negative impression when viewed by library users who have no way of knowing that you are off duty.

H. WEARING PERSONAL CASSETTES OR RADIOS: This is inappropriate while on duty at a public service desk. Ask your supervisor if you may wear one while doing other duties.

I. MAKING SUGGESTIONS: Anyone can make suggestions regarding Library policies, procedures, book and magazine orders, etc. You should discuss specific work problems or questions with your supervisor. You can also use the link on the Library Homepage. To do this click Mail Us on the Library Homepage menu, then go to the link that says Online Questions and Comments. Another way you can make a suggestion is by putting a note in the suggestion box. This box is located on the table near the main stairwell/elevator on the first floor. Responses to general suggestions are posted in the display cases in the outer lobby.

J. STUDENT ASSISTANT USE OF LIBRARY DEPARTMENTAL COMPUTERS (policy approved September, 1999)

As a Student Assistant, you are a vital part of the Library operation and are often required to participate in a wide variety of activities and responsibilities. To accomplish tasks, you often work with computers and online systems and sources of information. Customer service is the primary goal of the Library. Computers and online access are provided to help us serve our users to the best of our ability. You are asked to execute solid judgement when you are in any of the following or similar situations. As with all policies and guidelines, noncompliance could result in disciplinary action.
• **Students Using Public Desk/Circulation Computers**
  No changes of any settings are permitted on computers located at the Checkout Desks or other Information Desks located in the Library.

• **Students Using Library Staff Computers**
  Please consult with the staff person with whom you are sharing computer equipment to request changes to settings. This would include, but is not limited to, changing icons, adding/deleting software, adding, deleting or changing screen savers, changing colors, etc.

• **Students Using Student Assistant Computers**
  The settings of shared computers are selected to benefit the greatest number of users. If you have suggestions or wish to make changes to settings on a student assistant computer please speak with your supervisor.

• **Non Work-Related Computer Use**
  If your work does not require you to use a computer please do not use another person’s computer, unless the Library Staff member has given you permission.

**NOTE:** Library departments or units may have their own specific guidelines, and you are asked to check with your supervisor about these guidelines.