

2009 Summer Library Schedule

We in the library have been looking at the summer schedule. Last summer we experimented with hours until 10:00 pm. It was a “pilot” and based on fairly strong staffing during the summer, with extra staff (for reclassification) and three student workers provided by the work study program. Library staff concluded that the extra hours were appreciated until about 9:00 pm, but after that there really was not enough usage to justify staff time.

This summer we will not have extra staff. We also are not assured that the Work Study program will have extra funding to provide student workers. Our recommendation is that we are open from 8:00 am to 4:45 pm (the last 15 minutes being used for the closing process as we do during the year) and closed on weekends during the “break” period when there are no classes. During all summer sessions (5 week sessions and 8 week sessions) we would like to be open the following hours:

Monday through Thursday:	7:30 am to 7:45 pm
Friday	7:30 am to 6:45 pm
Saturday	12:00 noon to 6:45 pm
Sunday	12:00 noon to 6:45 pm

While staff have the option of 4 day weeks (10 hour days), the library will be open on a five day week during breaks and seven days a week when there are classes in session. Staff will take vacations and we will have a clear schedule of who is here each day. I have attached the working schedule sent to staff for your perusal.

I have three questions for you:

1. Does this schedule look OK to you? If so, may I have it entered into the library system?
2. There are two official holidays which have been “moved” by HR for later dates: Independence Day, Friday July 3rd; Friday July 24th (Pioneer Day). When I asked Pam Montrallos about these she said that most people would not be here because of the light schedule on Fridays. My question is—if this is a State mandated holiday, will DSC be closed or on a light schedule? We can accommodate either schedule by adjusting staff schedules, but it would be helpful to know in advance.
3. I have scheduled the annual library retreat for August 10th and 11th (We have a really great rate at the Green Gables resort [I think that is what it is called]). I have the library scheduled to be closed those two days. Is that acceptable?

I hope that this is not all too confusing....

Daphne