Circulation Copier Run Daily Log Instructions

1. CDAs are responsible for checking the copiers in the Smith Addition at specific times during their shift:

- Monday through Friday at 7pm
- Saturday and Sunday at 9am, 3pm, and 7pm
- Every night at 9pm during exams or other high use periods
- Whenever a problem is reported and coverage of the Circulation Desk can be maintained

*The Circulation Desk should never be left unattended. If a problem is reported while two people are on duty, check it immediately. Otherwise, wait until a second person arrives, then follow up on reported problems.*

2. During copier runs, CDAs are responsible for adding paper, clearing paper jams, removing jammed VendaCards, changing toner, and putting Out of Order signs on machines that fail to operate. Record any action taken regarding a copier by writing one of these codes in the corresponding box on the worksheet:

   - OK - machine is in working order and paper level is good
   - P - paper was added
   - J - paper jam was cleared
   - T - toner was changed
   - V - copy card jam was removed from VendaCard terminal
   - C - coinbox failure

3. If a machine continues to have a problem, or if you are unable to fix a problem, describe the type of problem it is and how you tried to solve it in “Other Problems/Notes” section of the worksheet. In this section, also report actions taken during unscheduled visits (i.e. problems reported by patrons).

4. Call 4-6123 to report the problem to the shelving unit and write an incident report for Jane if you put an “Out of Order” sign (located in the Task Sheet Drawer) on a copier, coin box, change machine, a VendaCard dispenser or VendaCard terminal. If this step is omitted, the shelving unit will not know of the problem until they come across it themselves—this could take over 24 hours!

5. Any time you place an “Out of Order” sign on a machine, unplug that machine. This is especially important to do when a copy card is stuck in a VendaCard terminal because the motor will burn out and need to be replaced if it is left plugged in.

6. After the last copier run of the day, place the worksheet in Jane’s box next to the Circulation Desk.