

# **Book Bank Manual**

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## **About the AS Book Bank**

### **Vision**

As a public research institution, the University of California, Santa Barbara offers a premier undergraduate education that enhances the creative and intellectual abilities of the diverse communities that it serves. However, in an environment of budget cuts and fee increases, students are facing new challenges that affect their performance as students and derail their academic and career goals. We are committed to promoting the retention and welfare of every student at UCSB by developing programs and services that directly address student needs.

### **Mission**

The Associated Students Book Bank is a student-run service that is available to all UCSB students, both graduate and undergraduate. All donations that we receive will be for loaning and not up for resale. We aim to provide students with the opportunity to check out books for a certain amount of time from the SIRRC Book Bank in efforts to reduce the costs of our students in need. The Book Bank will be collecting books from different campus locations throughout the end of each quarter in order to increase the amount of books that can be lent out to students.

## **Daily Procedure**

### **Hours of Operation:**

Mondays and Thursdays: 10am-5pm

### **Opening procedure:**

When first coming into the Book Bank:

- Check in with the Front Desk Staff to get office key
- Open up the Book Bank and ensure that all the books in the Book Bank are in their shelf and are in order
- Go to Room 141 C and turn on the computer and make sure that the internet and Book Collectorz program are working. Refer to cataloguing on how to operate the program.
- Refer to the Cataloguing Section to refresh yourself on check-in and check-out out procedure.
- If the computer or program does not work, use paper forms for book circulation
- The forms can be found in the bottom right drawer in Room 141C
- Make sure the student fills out a new contract and input the book information on the back of the application
- Now able to check out books
- If you are not busy helping other students please do the following:

- Restock books that have been returned and follow the return policy and procedure. Please refer to the Cataloguing Section
- Check messages and return messages (emails)
- Update the late books list for the Internal Book Bank Coordinator to follow up on late books
- Make sure book bank is neat, clean, secure
- Help catalogue books in room 141 E. Please refer to cataloguing section.

### **Closing procedure**

- Make sure books are reshelved
- Make sure books have been recatalogued
- Make sure all loose contracts are filed and locked in the safe in Room 141C
- Log off of the Book Bank account and turn off the computer
- Close and lock the Book Bank door (Room 141 D)
- Close and lock Room 141 C
- Check out with the front desk

## **Cataloguing, Scanning, & Check In & Out Procedure**

### **Cataloguing**

- Textbooks and readers donated by UCSB students or professors will come in to room 141E in the Annex Building.
- Volunteers separate books according to subject categories [i.e. sociology, ethnic studies]. Categories will be determined according to general course subjects, and then further separated into subcategories. A list of categories and map of the book bank showing each shelf will be located in the main SIRRC office (room 141-C).
- Make book labels according to categories. Check list of subject acronyms and continue existing numerical order. This list can be found by viewing the desktop screen on the main computer and clicking "SIRRC Book Bank." Then click "Label Stickers Format" and insert the correct acronyms and numbers. The number to start labeling from can be determined by checking the number on the last book in that category. Then, type that label information into the search tab on Book Collectorz but change the number to the consecutive number to determine what the last book in that category is.
- Once labeled bring books into 141C
- Now they are ready to be scanned in to Book Collectorz program

### **Scanning**

- Go to the computer in room 141-C.
- Go in to UCSB wireless web
- Enter web browser
- Enter UCSB internet net-ID and password. (Internet log in info?)
- Double click Book Collectorz icon on the desktop
- Begin scanning.
- The scanner will be located in the top drawer of the desk in room 141-C. Click the button on the scanner over the barcode of the book.
- Click on search all button

- Option will appear on the left hand side; if the book you scanned shows up on the left hand side then click "add checked" box.
- If there is no barcode on the book or if the scanner is not available, look up the ISB number [usually located on the first couple of pages on the bottom left-hand side] or type in author and title on the top of the "add books automatically" window. Then click search all and the book should come up. If none of these options work, click "add anyway" box located next to the "add check" bottom.
- If you have clicked the "add check" or "add anyway" buttons the book is now in the system.
- Double click on the book title; make sure the title and author are under the main category.
- Then click on the "personal" tab. Under "owner" type A.S. Book Bank. Under the "location" box type in the label for the book [i.e. SOC -99]. Under the "purchase date" box type in the day that you are entering the information.
- Click "apply" and it is officially in the system.

## **Shelving Books**

- Once the book is in the system, place it in its appropriate bookshelf and sub-category. Refer to the bookshelf categorization sheets.

## **Check out**

### *Signed contracts for first-time students*

- If it is a student's first time checking a book out from the book bank, they will need to fill out a paper contract and sign it.
- The student will need to present a valid UCSB ID and provide their perm numbers.
- Copies of this contract will be kept in bottom drawer of the desk in room 141-C.
- All filled out contracts will be kept in the Book Bank safe located in the main office, Room 141 C.

### *Entering Students Into the System*

- Open the Book Collectorz program.
- Scan the book into the computer or type in the title manually into the "search" box.
- Click on the correct book listed on the left-hand side of the screen. Go to the top of the computer screen and click on the "Loans" tab. Then click "Loan item."
- A window should come up that says "Change Loan." In the "Loaned to" box, type in the name of the person checking out the book. Then type in the date it is checked out in the "loan date" box and the date it is due in the "due date" box. In the bottom box designated for "notes", type in the student's UCSB perm number.
- Click "close" at the bottom of the window. On the right side of the Book Collectorz screen (blue side), the book's information should appear along with a box saying to whom the book is loaned to and when it is due.
- The book is now checked out of the Book Bank.

### **Returning Students**

- Ask to see a valid UCSB student ID
- Open the Book Collectorz program.
- Scan the book into the computer or type in the title manually into the "search" box.
- Click on the correct book listed on the left-hand side of the screen. Go to the top of the computer screen and click on the "Loans" tab. Then click "Loan item."
- A window should come up that says "Change Loan." In the "Loaned to" box, type in the name of the person checking out the book. Then type in the date it is checked out and the date it is due in the "loan date" and "due date" boxes. In the bottom box designated for "notes", type in the person's UCSB perm number.
- Click "close" at the bottom of the window. On the right side of the Book Collectorz screen (blue side), the book's information should appear along with a box saying to whom the book is loaned to and when it is due.

- The book is now checked out of the Book Bank.

### **Scan in returned book**

- Open the book Collectorz program.
- Scan the book into the computer or type in the title manually into the "search" box.
- Click on the correct book listed on the left-hand side of the screen. Go to the top of the computer screen and click on the "Loans" tab. Then click "Return item."
- When the window comes up, fill in the date it was returned in the "Returned date" box. Then click "close" at the bottom. The right-hand side of the screen with the book's information should no longer have a box that says the book is checked out.
- Take the book and place it in its correct shelf location in room 141-D.
- The book is now returned to the book bank.

### **Calling about late books**

- Internal book bank coordinator will email the student if the book they checked out is late. This email will be sent on the first day it is late.
- If the book is late two days, the student will receive a phone call. After the book is late more than two days, they will be charged \$3.00 per day it is late. This fee will be charged until the book has been late 10 business days.
- At this point, if the value of the book/reader is less than \$30.00, they will only be charged the \$30.00. If the value is more than \$30.00, the student will be asked to pay the \$30.00 in addition to the remaining amount the book is worth, based on UCSB bookstore prices.



## Donation Drives

**\*\*\*All Volunteers involve with the Book Bank needs to sign a waiver of liability\*\*\***

Donation Drives must be initiated under the direction of the External Book Bank Coordinator, Internal Coordinator, SIRRC Retention Chairs, or SIRRC Co-Chairs. Additionally, the following steps must be taken in order to carry out donation drives:

1. External book bank coordinator must meet with SIRRC publicity chairs to plan publicizing for donation drives.
2. The duration of the donation drive will be established at these meetings.
3. Volunteers must be recruited to assist with setting up donation bins and collecting donations.
4. Donation bins must be placed in the appropriate locations.
5. Donation bins must be checked routinely during the donation drive.
6. All donated books, donation bins, posters, and anything else used during the donation drive must be picked up when it ends.
7. All donations will be taken to the SIRRC office Room 141E in the Annex building.
8. Volunteers and the six Book Bank Officers should review the books and check to see which ones are still relevant.
9. The relevant ones will be kept in the Book Bank and the one's that are not will be recycled by A.S. Recycling.
10. A request to discard or Recycling of Books should be sent to [asrecycling@as.ucsb.edu](mailto:asrecycling@as.ucsb.edu) or call 805-893-7765. A student staff services the building on Wednesdays.
11. Refer to Cataloguing section for further steps to catalogue books.

## **Security and Access**

### **Security**

For the security of the Books, the Book Bank (room 141D) will remain locked at all times unless the one of the following people are present: A.S. SIRRC officers, A.S.SIRRC Co-Chairs, A.S. SIRRC Retention Co-Chairs, Book Bank Advisor, and/or two Book Bank Coordinators. (AS Annex Front Desk Attendant?)

Volunteers need to be accompanied by one of the following people to work in the Book Bank:

A.S. SIRRC officers , two A.S.SIRRC Co-Chairs, two A.S. SIRRC Retention Co-Chairs, Book Bank Advisor, and two Book Bank Coordinators. (AS Annex Front Desk Attendant?)

### **Key and Electronic Access**

To gain access into the AS Book Bank and the Annex, one should follow the procedure below:

- 1) Fill out the AS and Annex Access form. You can acquire one through the Annex front Desk staff or Annex Full Time Staff Supervisor.
- 2) Submit it to Mahader Tesfai (SIRRC Advisor) or the Annex full time staff.
- 3) If you need a card access go to building to get an Access ID from the UC Police Department.
- 4) The Full Time Staff will check and approve the access and give you a key into the appropriate office.

Volunteers who wish to obtain access to the Book Bank or check-out a book they must be accompanied by one of the list authorize personnel allowed in the Book Bank and attend a training.

(A spare key of the Main Office and Book Bank will be kept with the front desk staff. They will have a list of who is allowed to use the key. If a student needs the key, they must show their access card to the front desk staff and they will receive the key.)

### **Training Process**

The AS Book Bank Full Time Staff will be responsible for knowing all the policy and procedure of the Book Bank. The staff will work with the two Book Bank Coordinators, two SIRRC Co-Chairs, two SIRRC Retention chairs to develop trainings and train student staff, SIRRC Officers, and volunteers.

The AS Book Bank Full Time Staff will train or make arrangements with outside trainers to ensure that all students and students leaders have a comprehensive understanding of Ergonomics of lifting and office work, Emergency Protocol, University Policy regarding the Book Bank, Associated Students Policy and procedures, Associated Students financial policy, Associated Student Authorize Driver Training.

Ergonomics training is MANDATORY for the AS Book Bank Full Time Staff, Book Bank Coordinators, AS SIRRC Co-chairs, AS SIRRC Retention Chairs to be conducted by Julie McAbee ([Julie.mcabee@ehs.ucsb.edu](mailto:Julie.mcabee@ehs.ucsb.edu)).

The Advisor will be responsible for scheduling the trainings. The advisor will be responsible for training Book Bank volunteers if Julie McAbee cannot conduct the training.

Below is the procedure to training student volunteers, which can only be given by the two Book Bank Coordinators, two SIRRC Co-chairs, two SIRRC Retention Chairs, and the AS Book Bank Full time staff. All volunteers need to attend this training in order to work at the Book Bank.

## **Volunteers training procedure:**

- 1) Give the student a tour of the Annex including all the offices and the policy in terms of access and use of Annex spaces including SIRRC offices.
- 2) Give a tour of the Book Bank including shelving system, placement of reference materials, and the upkeep of the space.
- 3) Go over the AS Book Bank Manual with the student Volunteer in the following section:
  - a) Introduction
  - b) Access and security
  - c) Emergency Protocol
- 4) Go in-depth and focus on the Daily Procedure particularly the Cataloguing section of the Manual
- 5) Once you have gone over the Manual, the trainee must sign and date that they have completed the training.
- 6) Have the trainee sign the waiver of liability.
- 7) If there are any questions regarding the Book Bank contact the Book Bank staff and student Coordinators.
- 8) Get the trainee contact information, volunteer availability, and record it for the internal (banker) Book Bank Coordinator to schedule volunteers for distribution.

## **Safety and Emergency Protocol**

### **Personal Safety**

- If you are approached by an irate or disgruntled student or community member, listen to their concerns and refer them to the Book Bank full time staff. Do not engage with the individual.
- If you feel that you are in immediate danger call 9-911.

### **Fire safety**

- All books in the Book Bank should not be stacked beyond the height of the book shelves
- All walk ways and aisles need to be kept free of books and obstruction
- When a person is present in the Book Bank, the door should be open at all times
- Earthquake safety
  - All book shelves need to be anchored to the wall.

All AS Book Bank volunteers, student leaders, and staff need to be verse with the AS and UCSB emergency protocol.

- Review the emergency protocol chart located in the SIRRC office (141C) for instructions on how to react to specific emergency situation and locate the emergency evacuation site for the ANNEX.

## **AS BOOK BANK Governance Board/ Book bank structure**

### **Charge of the Governance Board**

The book bank governance board will ensure the following:

- The mission and purpose of the book bank will be carried out according to this manual.
- The book bank coordinators, SIRRC retention chairs, SIRRC co-chairs, and advisor will be held responsible for their duties as stated in this manual.
- All book bank decisions will be made through the voting process.
- All new members/volunteers will receive the appropriate training needed to work in the book bank.
- Any problems or concerns with the book bank will primarily be directed at book bank coordinators, then SIRRC retention chairs, and finally SIRRC co-chairs.
- The Book Bank Quarterly Report is completed and reported to the appropriate parties.
- Books in the Book Bank are up to date and current and donation drives and efforts are conducted as necessary

### **Book Bank Coordinators:**

#### **External Coordinator**

- The external book bank coordinator will recruit and coordinate volunteers.
- The external book bank coordinator will speak and coordinate with SIRRC - publicity chairs to ensure book bank information is visible and relevant on campus.
- The external book bank coordinator will train volunteers (including coordinators, co-chairs, retention chairs, advisor).
- The external book bank coordinator will contact professors in an effort to receive donated books.

### **Internal Coordinator**

The internal book bank coordinator will manage and coordinate book bank internal operations including:

- Upkeep and maintenance of book bank.
- Scheduling the distribution and cataloguing.
- Managing the intake of books.
- Cataloguing books and scanning them into the Book Collectorz system
- Contacting students who have checked out books when books are not returned.

### **SIRRC Retention Chairs**

SIRRC retention chairs will be responsible for the following:

- Setting up and facilitating meetings for reporting of book bank.
- Compiling the report of book bank operations.
- Help internal book bank coordinator with managing and coordination of book bank.
- (Assisting internal and external book bank coordinators at fulfill their duties listed above.)

### **SIRRC Co-Chairs**

SIRRC co-chairs will be responsible for the following:

- Taking minutes at book bank meetings and report back to SIRRC
- Communicating with front desk staff about duties and responsibilities.
- Communicating with SIRRC treasurer about book bank budgeting.

### **Advisor**

The SIRRC advisor will be responsible for the following:

- Be present at all meetings if possible.
- Provide administrative support.
- Be present at quarterly book bank reporting meetings.
- Help draft quarterly reports.
- Provide book bank operations training to volunteers and/or officers.
- Provide ergonomics training for first-time volunteers.

- Hold at least 10 office hours a week in the building.
- Assist internal book bank coordinator with professor research and/or research on development/new technologies that can be used for the book bank.

### **Decision making Process**

### **Voting Membership**

Voting membership will consist of the following:

- 2 Book Bank Coordinators
- 2 SIRRC Retention Chairs
- 2 SIRRC Co-chairs

General Voting Members

To become a voting member, an individual needs to fulfill the following requirements:

- Complete 3 volunteer hours in the Book Bank per quarter.
- Attend 2 book bank meetings per quarter.
- Attend 1 SIRRC meeting per quarter.

### **Non-voting members**

- AS Advisor
- Legislative Council Member

### **To make any general decisions within the Book Bank:**

A. There must be at least 3 voting members present at a book bank meeting.

B. It needs to be approved by a majority of 50% + 1

### **To make changes to book bank legal code:**



- A 2/3s vote is required of all the voting members present.
- Changes must be approved by SIRRC with 2/3 vote.
- Changes must then be approved by legislative council.

## **Elections**

- The Book Bank Coordinators will be selected through an election process (please specify the process for the legal code) conducted by AS Book Bank members. The process is as follows:
  - Any member who has attended at least one book bank meeting can be nominated for book bank coordinator.
  - Self-nominations are acceptable.
  - Elections for book bank coordinators will be held the same day as elections for SIRRC officers.
    - NOTE: Candidates for book bank coordinators must be notified that these positions are on a volunteer basis and they will not be receiving honoraria from Associated Students.
  - If these positions are not filled, SIRRC will request the assistance of Committee on Committees for recruiting new members to fill the positions.
  - If Committee on Committees is unable to assist in this process, the duties of book bank coordinators will become the duties of SIRRC retention co-chairs.
- The Book Bank Coordinators will be selected by a 50%+1 majority vote
- Then SIRRC will make the final approval of the Book Bank coordinator with 50% + 1
- Then the Book Bank Coordinators will be forwarded onto the President
- Lastly, they will be approved by Legislative Council

## **Book Bank Financial Policy**

- SIRRC will allocate and approve Book Bank's annual budget.
- The distribution of book bank funds must be voted on and approved at book bank meetings.

- Book Bank Financial decisions are made with a 2/3 vote.
- Any reallocation of funds from the Book Bank's annual budget needs to be approved by SIRRC.

### **Approval of Minutes**

- The book bank meeting minutes must be sent to the SIRRC secretary before the regular SIRRC meeting.
- SIRRC must then approve minutes.

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