

Procedure

Before the Branch Opens:

Step One – Set Up the Book Drop Truck:

1. Put 3-4 totes on a book truck.



2. Put the book drop keys inside one of the totes.

TIP: If you do not have your own key, bring the Branch key with you to unlock and relock the single-gate door when you drop off the book drop truck.

Step Two - Empty the Book Drops:

1. [Push the book drop truck to the book drops.](#)
2. [Unlock and open the book drop door.](#)
3. Pull the book bin out of the book drop.

CAUTION: The book drops are very full on Tuesday mornings and days after a holiday. Before you can pull the book bin out, you will have to remove books by reaching into the book slot or the space between the book slot and book bin.

4. [Empty the contents of the book bin into the totes.](#)

TIP: Place the newspapers on the second shelf of the book drop truck for easy access.

5. Look behind the book bin for any items that may have fallen out.
6. Push the book bin into the book drop.
7. [Close and lock the book drop door.](#)
8. Repeat steps 2-7 for the second book drop.

Step Three - Drop Off the Book Drop Truck:

1. Leave the book drop truck by the height-adjustable desk in the Workroom.
2. Put the newspapers on the Workroom table for processing.
3. Set up another book drop truck and leave it by the New Books shelf.

NOTE: If you have time before the branch opens, check in the book drop.

After the Branch Opens:

Step Four - Empty the Book Drops and Lock the Book Slots:

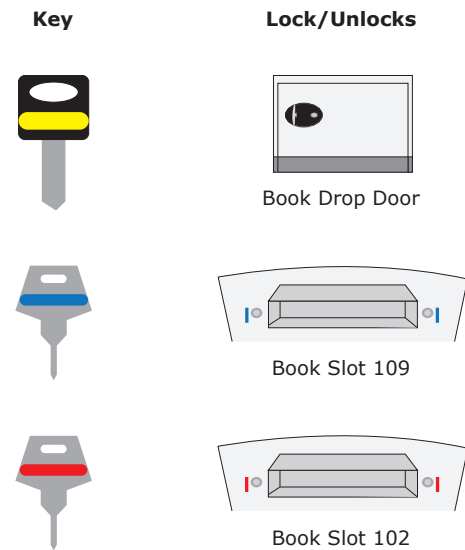
1. Repeat Step Two.
2. [Lock the book slots.](#)
3. Leave the truck and totes by the height-adjustable desk in the Workroom.
4. Put the Book Drop keys in the Circ. desk drawer.

Related Topics:

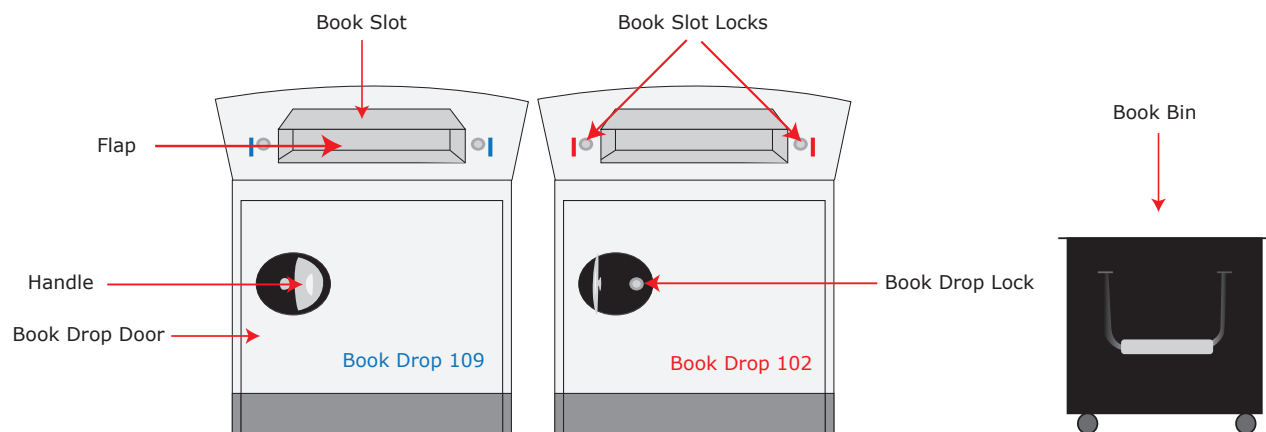
- [Where the Drops are Located](#)
- [How to Lock the Book Drop Door and Slot](#)
- [How to Pack a Tote](#)

How to Lock the Book Drop Door and Slot

To lock the book drop and the book slot, you will need the book drop keys. The book drop keys are located in the Circ. desk drawer.



NOTE: The book slot numbers are etched on the locks and keys.



To unlock and open the book drop door:

1. Open the handle to gain access to the book drop lock.
2. Unlock the book drop door.
3. Turn the handle clockwise to release the steel rod from its locked position.
4. Pull the handle to open the book drop door.

To close and lock the book drop door:

1. Close the book drop door.
2. Turn the handle counter-clockwise to return the steel rod to its locked position.
3. Lock the book drop door.
4. Pull on the handle to check that the book drop door is locked.
5. Close the handle.

To lock the book drop slot:

1. Lock one side of the slot.
2. Lock the other side of the slot.
3. Press the flap to ensure that the book drop slot is closed.