Section B – STAFFING

Part 1 – Schedule ND
✓ Librarians will ONLY be scheduled for 2 hour blocks of time
✓ Librarians will NOT work the face-to-face reference desk and the digital reference desk at the same time
✓ Librarians may work the Digital Reference Desk from their office.
✓ Librarians may choose to work the Digital Reference Desk in the classroom and/or at the high counter in the Reference Area.

Part 2 – Schedule HI

Part 3 – Scheduled - Combined
✓ The staffing schedule will be maintained on the 24/7 staffing form.
✓ Librarians may trade hours within the 24/7 staffing module. The state coordinator should be kept apprised of changes in hours.