

Next Generation Working - Protocols for using Duston library as Touchdown

(Guidance for field staff using back office space)

Available Space (8)

There are 5 Wyse terminal available for use. In addition, there 3 spaces next to power sockets where you can touchdown using your laptop/tablet. 2 of these are also close to a network point.

Opening times

The library is open for touchdown on
Mondays from 09:15 to 13:00;
Tuesdays to Thursdays 09:15 to 17:45
Fridays from 09:15 to 13:00.

The address is Pendle Road, Duston, NN5 6DT

Parking

The library is part of a community building and there is a community centre car park. If this is full, roadside parking is available.

Signing in

All staff should report to the main desk to sign the visitor's register.

Fire procedures

The fire procedures for the building will be kept with the register along with a copy of these protocols – please familiarise yourself with both.

Access to working area

As the back office is secured by number pad, the library staff will show you where you can work and let you into the room.

Toilets

Toilets are available in the Community Centre area.

Refreshments

The Community Centre has a café selling light refreshments and is open between 10:00 and 15:00.

Running water, refrigerator and microwave are available for your use.

Please bring your own supply of refreshments - tea, coffee, milk, etc. and ensure that you clear up prior to leaving the premises.

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Printing

Guest printing is available using the devices situated in the public area. To use this service you will need to send your required printout as an attachment to the following email address staffprint@libraryplus.co.uk. Once sent, you will receive an email which will have your job code number, take this number to any Canon public printer in any of our libraries and enter your code. Select which documents you wish to print from those that are listed and then select "print+delete" and your documents will come out. You will not be required to enter any money as it has recognised that you are using a corporate email address.

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LibraryPlus

