

Next Generation Working - Protocols for using Weston Favell library as Touchdown

(Guidance for field staff using back office space)

Available Space (10)

There are 2 Wyse terminal available for use plus 8 spaces where you can touchdown using your laptop/tablet. Please note: there are no power sources adjacent to these 8 spaces

Opening times

The library is open for touchdown on Monday to Friday from 09:15 to 17:45. The address is Weston Favell Centre, NN3 8JZ.

Parking

Parking is available at Weston Favell shopping centre (4 hour time limit).

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 accessible from the back office area.

Refreshments

Running water, refrigerator and microwave are available for your use in the restroom area. As this room is also secured by a key pad, a member of staff will need to give you access.

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

Alternatively, there are a number of food & drink outlets contained within the shopping centre.

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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