

VALLEY LIBRARY - Circulation

STUDENT SCHEDULING SIMPLIFIED

Make the Most of your Day: Scheduling the Easy Way!

OLA SSD Conference, July 2017

Bryan Feyerherm

Circulation Student Supervisor

Valley Library, Oregon State University



Oregon State
University

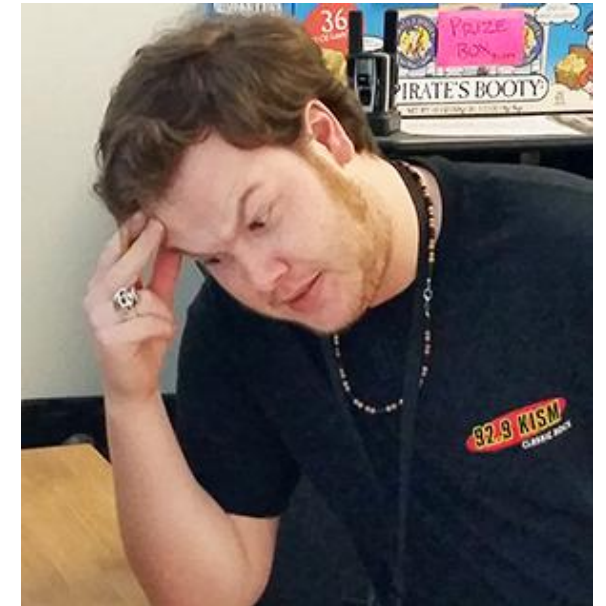
Scheduling Environment for Circulation

- Open 24 hours during academic term (Sun-Fri)
 - 20 to 22 student assistants including 3 Lead students (quasi-staff)
 - Schedule ~300 hours per week & 2 students per shift
- 2 Student Supervisors
 - Daytime, evening & weekend hours - Me
 - 24/5 hours (12am to 7am) – April Zeller
- Scheduling university students trying to balance work with school and life activities



Preparation: Very Important

- Supervisors meet with each student after they have registered for the next term and before dead week
- We ask for:
 - How are things overall at work? School? Life?
 - Class schedule
 - Availability
 1. Hours they can work
 2. Hours they can work but would rather not
 3. Hours they cannot work
 - Number of hours per week they wish to work (max. 20)
 - Any other issues or concerns? May need to stress this point!



Draft Schedule (don't get used to it)

- Create a draft schedule using When to Work scheduling software
 - Enter everyone's availability and total hours preferred
 - Preferred shifts determined by seniority and availability
 - Weekends and early mornings least preferred
 - Min. 2 hour shifts and max. 6 hour
 - Avoid more than one shift per day or split shifts

Sunday Oct-15 Circulation Students (day,evening,weekend)	Monday Oct-16 Circulation Students (day,evening,weekend)	Tuesday Oct-17 Circulation Students (day,evening,weekend)	Wednesday Oct-18 Circulation Students (day,evening,weekend)	Thursday Oct-19 Circulation Students (day,evening,weekend)	Friday Oct-20 Circulation Students (day,evening,weekend)	Saturday Oct-21 Circulation Students (day,evening,weekend)
1pm - 2pm (Unassigned)	7am - 8am (Unassigned) - Lead	7am - 8am (Unassigned) - Lead	7am - 8am (Unassigned) - Lead	7am - 8am (Unassigned) - Lead	7am - 8am (Unassigned) - Lead	1pm - 2pm (Unassigned)
2pm - 3pm (Unassigned)	8am - 9am (Unassigned) - Lead	8am - 9am (Unassigned) - Lead	8am - 9am (Unassigned) - Lead	8am - 9am (Unassigned) - Lead	8am - 9am (Unassigned) - Lead	2pm - 3pm (Unassigned)
3pm - 4pm (Unassigned)	9am - 10am (Unassigned)	9am - 10am (Unassigned)	9am - 10am (Unassigned)	9am - 10am (Unassigned)	9am - 10am (Unassigned)	3pm - 4pm (Unassigned)
4pm - 5pm (Unassigned)	10am - 11am (Unassigned)	10am - 11am (Unassigned)	10am - 11am (Unassigned)	10am - 11am (Unassigned)	10am - 11am (Unassigned)	4pm - 5pm (Unassigned)
5pm - 6pm (Unassigned)	11am - 12pm (Unassigned)	11am - 12pm (Unassigned)	11am - 12pm (Unassigned)	11am - 12pm (Unassigned)	11am - 12pm (Unassigned)	5pm - 6pm (Unassigned)
6pm - 7pm (Unassigned)	12pm - 1pm (Unassigned)	12pm - 1pm (Unassigned)	12pm - 1pm (Unassigned)	12pm - 1pm (Unassigned)	12pm - 1pm (Unassigned)	6pm - 7pm (Unassigned)
7pm - 8pm (Unassigned)	1pm - 2pm (Unassigned)	1pm - 2pm (Unassigned)	1pm - 2pm (Unassigned)	1pm - 2pm (Unassigned)	1pm - 2pm (Unassigned)	7pm - 8pm (Unassigned) - Lead
8pm - 9pm (Unassigned)	2pm - 3pm (Unassigned)	2pm - 3pm (Unassigned)	2pm - 3pm (Unassigned)	2pm - 3pm (Unassigned)	2pm - 3pm (Unassigned)	8pm - 9pm (Unassigned) - Lead
9pm - 10pm (Unassigned)	3pm - 4pm (Unassigned)	3pm - 4pm (Unassigned)	3pm - 4pm (Unassigned)	3pm - 4pm (Unassigned)	3pm - 4pm (Unassigned)	9pm - 10pm (Unassigned) - Lead
10pm - 11pm (Unassigned)	4pm - 5pm (Unassigned)	4pm - 5pm (Unassigned)	4pm - 5pm (Unassigned)	4pm - 5pm (Unassigned)	4pm - 5pm (Unassigned)	10pm - 11pm (Unassigned)
11pm - 12am (Unassigned)	5pm - 6pm (Unassigned)	5pm - 6pm (Unassigned)	5pm - 6pm (Unassigned)	5pm - 6pm (Unassigned)	5pm - 6pm (Unassigned)	11pm - 12am (Unassigned)
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	11pm - 12am (Unassigned)	11pm - 12am (Unassigned)	11pm - 12am (Unassigned)	11pm - 12am (Unassigned)	11pm - 12am (Unassigned)	

Review, Adjustments & Finalize

- Share with all students for review (with a deadline)
- Make adjustments (and there are always adjustments)
- Students keep same schedule for entire term
 - Can drop and add shifts when needed using When to Work



Overview

- Plan ahead
- Keep students informed of the process
- Try to anticipate individual issues
- Expect changes – before and during the term
- Treat everyone fairly – students really appreciate this
- Goal: A balanced schedule that pleases everyone (not really realistic but a nice thought!)

