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!
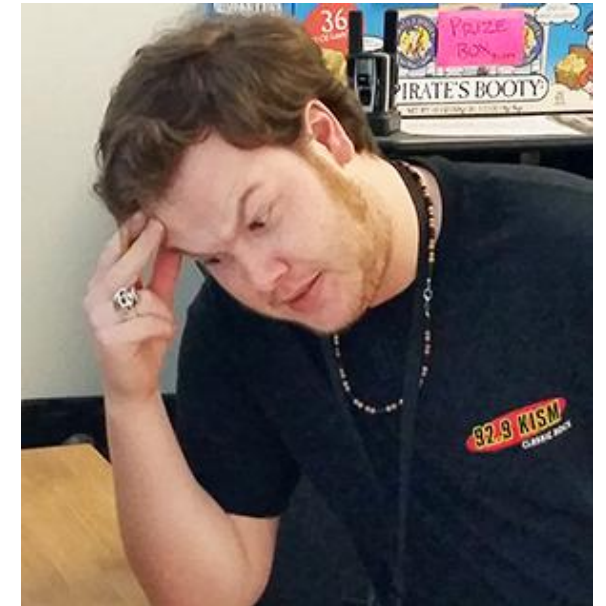
Draft Schedule (don't get used to it)

- 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

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!)