

MEMO

To: Library Staff

Date: October 14, 2016

Re: Finals Week Staffing for Bizzell- **Respond to Doni Fox**

Bizzell Memorial Library will be open 24/7 during pre-finals week and finals week this semester.

Staff will be assigned to work at the west and south entrances during the expanded hours outside normal operating hours.

Only OU students, faculty, and staff will be allowed to enter the library between 12:00 am and 7:00 am. Anyone entering the library between these hours will be asked to present a valid OU identification card. Some areas of the 1929 building will not be accessible.

To be eligible to apply for additional hours you must be an hourly classified staff member from any branch or department with University Libraries. Selections will be made from those who apply. Work during this shift will be paid at 1 ½ times your hourly wage.

If you are interested in working during the extended hours please email the days you are available to work (as listed below) and a **contact number** to Doni Fox at dfox@ou.edu **by 5 pm, Friday, November 4**. Scheduling will depend on the number of staff who apply and days requested. Requests for “weekend shifts only” may not be filled due to the large number of requests often received for those days. Please try to be as flexible as you can when requesting specific days.

Available Shifts: **(Please note that shifts begin at 2:00 in the morning.)**

Monday	December 5	2:00am-7:30am
Tuesday	December 6	2:00am-7:30am
Wednesday	December 7	2:00am-7:30am
Thursday	December 8	2:00am-7:30am
Friday	December 9	2:00am-7:30am
Saturday	December 10	2:00am-7:30am
Sunday	December 11	2:00am-7:30am
Monday	December 12	2:00am-7:30am
Tuesday	December 13	2:00am-7:30am
Wednesday	December 14	2:00am-7:30am
Thursday	December 15	2:00am-7:30am
Friday	December 16	2:00am-7:30am