

Staff Training Program: Circ Desk – BPL Nooks

Documentation of the Mastery:

1. Do a keyword search to look the BPL Nooks up in the library catalog.

- On Polaris search for “bpl nook” either on the bibliographic or item record.
- There are 10 nooks to choose from, each with a different collection of titles.
- To see which titles are on which device, open a particular record and go to full display.

2. Turning the nooks on and off and putting them to sleep.

There are two different kinds of nooks.

- The white nooks (Glowlights) have a small power button on the side
- while the black ones have a large power button on the top of the back
 - Press the power button once to put the device to sleep, or to wake it up.
 - Press and hold the power button down to Power Off. To turn it on, hold it down again.

3. Seeing what books are on any of the nooks.

Polaris lists which titles are on each nook, but if you are holding a particular BPL Nook, go to [My Library](#) to see the list of titles on that nook.

4. Charging the nooks.

- When you check a BPL Nook in, check to see if it needs charging. Turn it on and look at the battery indicator. If it needs charging, plug it into an outlet in the Circulation area.
- Each nook has its own charger. Plug one end of the charger into the device (bottom of the nook) and the other into a power outlet. There is a Charging Station at Circulation.

Proof of Mastery: With a training proctor present, look up the nooks in the system, see which titles are on which nook. Then, turn one on and off, put them to sleep, and show how to charge one.

Current Training Proctors for this Mastery:

- Meg Van Patten
- Julia Schult
- Erin Hart
- Brittney Hewitt

This task is estimated to take 15 minutes for someone to master.

They will need:

- access to Polaris
- the documentation