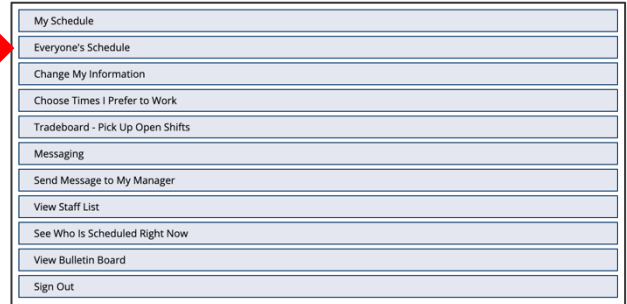


# Viewing the Collaborative Schedule

Ask a Librarian uses When to Work to schedule the collaborative desks (both Academic and Statewide). These shifts are distributed per library per week.

A shared account can be used to view everyone's schedule; however, site coordinators have access to their own library's account. If you are a site coordinator and need log in information, please contact the AAL Help Desk.

1. Log in to the shared account (or your library's account if you're a site coordinator) at [whentowork.com/logins.htm](http://whentowork.com/logins.htm)
2. The shared username is askalibrarian and the password is askalibrarian1
3. View the entire schedule by selecting "Everyone's Schedule" from the center menu



4. The Academic schedule is displayed at the top and the Statewide is displayed below
5. The Unassigned and available shifts are highlighted in yellow

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Academic Desk</b>						
Florida Memorial Univ. Miami Dade College Nova Southeastern University St. Johns River State College	Florida Memorial Univ. Miami Dade College Nova Southeastern University St. Johns River State College	Miami Dade College Nova Southeastern University Southeastern University University of Tampa	FSU Libraries Indian River State College Miami Dade College State College of Florida University of Central Florida	Miami Dade College Polk State College USF Libraries University of Central Florida	Miami Dade College Santa Fe College USF Libraries University of Central Florida	
11am - 12pm Florida International University Miami Dade College University of Central Florida University of Tampa	11am - 12pm Florida International University Miami Dade College University of Central Florida University of Tampa	11am - 12pm Florida A&M University Florida Gulf Coast University Miami Dade College State College of Florida University of Florida	11am - 12pm Indian River State College Miami Dade College University of Central Florida Valencia College	11am - 12pm Miami Dade College Palm Beach State College University of Central Florida Valencia College	11am - 12pm Keiser University Miami Dade College Santa Fe College University of Central Florida	
12pm - 1pm Ave Maria University Florida Memorial Univ. Miami Dade College St. Petersburg College University of Florida	12pm - 1pm Ave Maria University Florida Memorial Univ. Miami Dade College St. Petersburg College University of Florida	12pm - 1pm Miami Dade College Palm Beach Atlantic University USF Libraries	12pm - 1pm Daytona State College Miami Dade College Nova Southeastern University St. Petersburg College USF Libraries	12pm - 1pm College of Central Florida Everglades University FSU Libraries Miami Dade College State College of Florida University of Tampa	12pm - 1pm Florida International University Florida International University Miami Dade College Southern University	
1pm - 2pm Florida Atlantic University Miami Dade College Polk State College St. Petersburg College	1pm - 2pm Florida Atlantic University Miami Dade College Polk State College St. Petersburg College	1pm - 2pm Eastern Florida State College Florida Atlantic University Miami Dade College Polk State College St. Petersburg College University of Florida	1pm - 2pm FSU Libraries Florida Atlantic University Florida Atlantic University Florida SouthWestern State College Miami Dade College Nova Southeastern University St. Petersburg College USF Libraries	1pm - 2pm Florida Atlantic University Miami Dade College St. Petersburg College Tallahassee Community College USF Libraries	1pm - 2pm Florida Atlantic University Miami Dade College St. Petersburg College The College of the Florida Keys	
2pm - 3pm Daytona State College Florida Atlantic University Miami Dade College Pasco Hernando State College Polk State College University of Florida	2pm - 3pm Daytona State College Florida Atlantic University Miami Dade College Pasco Hernando State College Polk State College University of Florida	2pm - 3pm Florida Atlantic University Florida International University Miami Dade College Pasco Hernando State College St. Petersburg College	2pm - 3pm Eastern Florida State College Florida Atlantic University Florida SouthWestern State College Miami Dade College St. Petersburg College Tallahassee Community College	2pm - 3pm Florida Atlantic University Miami Dade College St. Petersburg College Tallahassee Community College	2pm - 3pm Florida Atlantic University Hodges University Hodges University Miami Dade College St. Petersburg College State College of Florida USF Libraries	
3pm - 4pm Everglades University Hillsborough Community College Miami Dade College Polk State College	3pm - 4pm Everglades University Hillsborough Community College Miami Dade College Polk State College	3pm - 4pm Florida International University Miami Dade College Pasco Hernando State College State College of Florida USF Libraries	3pm - 4pm Miami Dade College Palm Beach Atlantic University Salnt Leo University	3pm - 4pm Florida A&M University Florida International University Hillsborough Community College Miami Dade College State College of Florida	3pm - 4pm Florida Gulf Coast University Hodges University Miami Dade College University of Central Florida	
<b>Statewide Desk</b>						
(Unassigned) Kira S	Broward County Hernando County Public Library Pasco Hernando State College University of Florida	Alachua County Broward County Miami-Dade Public Library Pasco County	Broward County Nova Southeastern University Pasco Hernando State College State College of Florida	Broward County Lake County Library System Pasco County South Florida State College	Broward County Delray Beach Pasco County State Library	Hillsborough County Public Library Coope Leon County Alex S
11am - 12pm Nova Southeastern University Kira S	11am - 12pm Alachua County Lee County Nova Southeastern University Seminole County Public Library	11am - 12pm Collier County Heartland Library Cooperative Lee County Suwannee River Regional Library	11am - 12pm (Unassigned) Marion County Public Library Mulberry Public Library Volusia County	11am - 12pm Alachua County Jacksonville Public Library Lake County Library System Osceola County	11am - 12pm Medical Prep Institute of Tampa Pasco County Sarasota County Suwannee River Regional Library	11am - 12pm Hillsborough County Public Library Coope Leon County Harold Goldstein Library (FSU) (deleted) Alex S
12pm - 1pm Nova Southeastern University Kira S	12pm - 1pm (Unassigned) Florida Gulf Coast University Seminole County Public Library South Florida State College	12pm - 1pm (Unassigned) Nova Southeastern University Palm Harbor Library Pasco County	12pm - 1pm Jacksonville Public Library Mulberry Public Library Seminole County Public Library Volusia County	12pm - 1pm Alachua County Jacksonville Public Library Manatee County Pasco County Volusia County	12pm - 1pm (Unassigned) Charlotte-Glades County Hernando County Public Library University of Florida	12pm - 1pm (Unassigned) Hillsborough County Public Library Coope Harold Goldstein Library (FSU) (deleted) Alex S
1pm - 2pm Harold Goldstein Library (FSU) (deleted) Kira S	1pm - 2pm Delray Beach Nova Southeastern University Osceola County University of Florida	1pm - 2pm Delray Beach Jacksonville Public Library Maitland Public Library Osceola County	1pm - 2pm Jacksonville Public Library Manatee County Pasco County Pasco Hernando State College	1pm - 2pm Jacksonville Public Library Manatee County Pasco County Volusia County	1pm - 2pm Jacksonville Public Library Jersey College Manatee County St. Lucie County	1pm - 2pm (Unassigned) Hillsborough County Public Library Coope St. Lucie County Alex S
2pm - 3pm FSU Libraries Kira S	2pm - 3pm Brevard County Citrus County Keiser University Palm Beach State College	2pm - 3pm Jacksonville Public Library Jersey College Keiser University Pasco County The College of the Florida Keys	2pm - 3pm Alachua County Citrus County Monroe County Pasco County	2pm - 3pm Brevard County Citrus County Marion County Public Library Pasco County Santa Rosa County Library System	2pm - 3pm Florida International University Florida International University Jersey College Osceola County	2pm - 3pm (Unassigned) Hillsborough County Public Library Coope Harold Goldstein Library (FSU) (deleted) Alex S
4pm - 5pm FSU Libraries Kira S	4pm - 5pm Harold Goldstein Library (FSU) (deleted)		3pm - 4pm			3pm - 4pm (Unassigned)