Science Closing Procedures and Evening Tasks

During the Evening (During Finals - NO FINES AFTER MIDNIGHT)

- Print/pull(scan) ILL slips
- Prioritize Loans over scanning.
- Reshelve Reference books left in Preshelving
- Appeal notes
  - Go through all filled out Library Fines Appeal Forms in bin on circulation desk.
  - Double-check that a note has been added in ALEPH with a statement that an appeal is pending and the date of the appeal.
  - Go to Patron record, Global Patron Information, and put the note (for example, “Appeal pending 1/23/18, GB”) on Global Note 1. Make sure to click Update.
  - Put a checkmark on all forms that have notes.

1 Hour Before Closing

- Double discharge, sensitize, and make up trucks
- Clean up the circulation desk
  - Refill scrap paper and golf pencils.
  - Throw out used scraps or unwanted receipts.
  - Straighten up drawers and chairs that aren’t being used.
  - Deal with any random library materials.
  - Put the wireless phones on the chargers.
- Last ALEPH Hold Report, email libill (Sunday-Thursday)
  - Print the ALEPH Outstanding Hold Requests Report.
  - Staff or grad student assistant should search for any books that were unable to be located (possible places to check: preshelving, wooden bins, trucks waiting to be shelved).
  - Copy and paste lines for items that are still unable to be located to libill@albany.edu by the end of the night
- If there is only one student assistant, either start closing procedures (cash register) earlier, or call over to ULIB to have a second student come over.
- Plug in inventory scanner to charge (it only charges while the computer is on)
- Check second floor for Fire Code violation (make sure no desks have been moved to block fire door)

30 Minutes Before Closing

- Announcement
- Staff needs to set pace of closing
- Replace book trucks at end of counter
- Clean up ILL desk (handle unfillable requests, DD/sensitize scanned books)
- Make sure balcony door is locked
- Send student around to warn students in all group study rooms to start wrapping up.

15 Minutes Before Closing

- Announcement
- Verify all laptops and group study room keys returned
  - Search Minerva for: “Library room keys,” “laptops,” and “laptop equipment.”
  - Verify that everything that is marked as On Shelf is present.
  - Verify that anything that is checked out is not present.
  - If a fine is generated for an item found on shelf, ask appropriate staff or email circulation@albany.edu with patron name, item barcode, and a brief description of the situation.
- Lock all external doors, lock Info Commons door, and drop gates

At and After Closing

- Announcement
- Sign out closers (building closing time + 15 minutes)
- Check the floors
  - One student checks Lower Level and computer rooms on Garden Level, doesn’t leave until floor is empty or patrons refuse to leave
  - One student checks 2nd floor, tells patrons to leave, checks 3rd floor (including Standish room), comes back down to 2nd, doesn’t leave until floor is empty or patrons refuse to leave
  - All closers meet back at Circulation desk
- Shut down all desk computers
- Look both office doors
  - 1 student exits through Dutch-side emergency exit door and double-checks the top podium doors; 1 student records info commons gate count, exits info commons door, and double-checks info door and top podium doors, staff exits down the middle staircase, checks Barnes and Nobles
Reading Room, records both gate counts at security, drops last gate at security desk, checks ALL 3 sets of doors on Garden level. Last person exits out podium level.

- Check the front doors to make sure they are locked! Call Plant if they do not lock, call UPD to watch building, email libcirc

**Important Numbers**

Maintenance/custodial issues: Physical Plant at 2-3444

Emergency: UPD at 911 (on campus phone) or 518-442-3131 (cell phone)

Non-emergency: UPD (turn over valuables) at 2-3132

**Announcements**

10:30 PM: "May I have your attention, please. The library will be closing in 30 minutes. If you have any material that you wish to check out, please bring it to the Circulation Desk now. All laptop loans and Group Study Rooms are due back at this time. The library will be closing in 30 minutes."

10:45 PM: "May I have your attention, please. The library will be closing in 15 minutes. If you have any material that you wish to check out, please bring it to the Circulation Desk now. All laptop loans and Group Study Rooms are due back at this time and are accruing fines. The library will be closing in 15 minutes."

11:00 PM: "May I have your attention, please. The library is now closed. All patrons must exit the building immediately. The library is now closed."