Closing, Science procedures

1. 30 minutes before closing make the following announcement:

"May I have your attention please? The library will be closing in 30 minutes. If you have any materials you wish to check out, please bring it to the Circulation Desk now. Please return all laptops at this time. The library will be closing in 30 minutes."

2. Get the statistics clipboard (Located on the Circulation Desk) and take the 1st floor photocopier and people counts.

3. Make your way to the 2nd floor and take the second floor door and photocopier counts.

4. Go to the Lower Level and take the people count.

5. Go to the Barnes and Noble Room and take the people count.

6. Return to Circulation and put the statistics clipboard back on the Circulation Desk.

7. 15 minutes before closing make the second announcement:

"May I have your attention please? The library will be closing in 15 minutes. If you have any material you wish to check out, please bring it to the Circulation Desk now. Please return all group study room keys and any unreturned laptops at this time. The library will be closing in 15 minutes."

8. Retrieve the cash register keys from the key box. Insert the VD key into the cash register and turn to the ON position and enter your cashier number. Next, turn the key in the register to the “X” position and press the number 1 and then subtotal on the register to produce the reading. After the reading prints place it in the cash drawer. Place the cash drawer in the safe. If the safe is not accessible, lock the cash drawer in the cash register using the very small silver key located on the cash register key ring that resides in the key box in the Circulation Office. Turn the key to the off position and remove from the register and return to the key box.

9. Go to the security desk on the Garden Level and drop the east side and center gates.

10. Using ALEPH, go to the record for laptops, headphones and group study room keys to verify they have been returned. If some remain on loan past closing time, email or leave a note for the Circulation Supervisor to investigate the following morning.

11. Return to the Circulation Desk and at closing make the following announcement:

"May I have your attention please? The library is now closed. All patrons must leave the building immediately. The library is now closed."

12. Retrieve the key for the Information Commons Door and the hex key to lock all exterior doors. Staff from the Main Library will have their own set of keys, and Science Library staff will retrieve the keys from the key box in the Circulation Office. Lock the Information Commons door and turn off the handicapped access switch over the door. Proceed to lock all the exterior doors on the Podium and Garden Levels. Remember the two doors on the Garden Level located directly in front of the Security Desk.

13. Return to the circulation area and turn off all the staff computers and printers in the Circulation Office and at the Circulation Desk. Turn off the Circulation Office light located behind the water cooler, and lock the east door by pushing the button next to the door closure to the down position. The west side door is will lock simply by closing it.

14. With the assistance of other staff and/or student employees, clear all the floors making certain everyone leaves the building. Check all the bathrooms and group study rooms. As each level is cleared, turn the lights off. On the Garden Level check all the Electronic Class Rooms and bathrooms.

15. Make sure all patrons have left the lobby area. Drop the west side gate at the Security Desk. Double check all doors and exit through the west side door near the Campus Center to the outside.

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