ULIB Closing Procedures and Evening Tasks

During the Evening (NO FINES AFTER MIDNIGHT)

- Print/pull/scan ILL slips
  - Prioritize Loans over scanning. Do this task before working on the EMPIRE blue courier bags.
- Blue courier bags (Sun-Thurs)
- Last ALEPH Hold Report, email libill
  - 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.
- F6/F8, sensitize New Books
- Check IMC/Periodicals
  - Around 11:15 PM, after the IMC and Bound Periodical wings of the basement have closed, go down and double-check the doors, make sure they are locked, and that all patrons have exited. You will need to bring the keys downstairs.
  - If the doors are not locked and/or you find patrons in the wings, have them exit and email Regina and Kabel.
- Reshelve Reference books left in Preshelving
- Appeal notes
  - Go through all filled out Library Fines Appeal Forms in bin on Shift Leader 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 preshelve all books
- Clean up the 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 phone on the charger.
- Clean up ILL desk (handle unfillable requests, DD/sensitize scanned books)
- Clear red truck (Media and Reserves).

30 Minutes Before Closing

- Announcement
- Replace book trucks at front desk
- Unlock outdoor book bins
- Check lobby book return bin

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 line 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 laptop cabinets (make sure all laptops are plugged in and charging)
- Put away transfers and Office Delivery
- X Reading
  - One staff + one student: Get register key, blue cash bag key, and blue cash bag.
  - Enter Clerk + [Your register number] + Clerk, turn key to Manager, enter 1 + Subtotal.
  - Once X Reading has finished printing, shut drawer, turn the key back to Reg, press No Sale, take out the money tray, leave the drawer open, and turn register key to off.
  - Count money (drop blue bag Sun-Thurs)
- Make sure keybox is locked

At and After Closing

- Announcement
- Check the floors (basement too!)
- Sign out closers (building closing time + 15 minutes)
- Shut down all desk computers
- Put scanners on charging cradles (green light blinking)
- 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

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**Announcements**

**IMC/Periodicals - replace "3 AM" with the building closing time**

10:30 PM: "May I have your attention, please. The IMC and Periodicals will be closing in 30 minutes at 11 PM. The rest of the building will remain open until 3 AM. The IMC and Periodicals will be closing in 30 minutes."

10:45 PM: "May I have your attention, please. The IMC and Periodicals will be closing in 15 minutes at 11 PM. The rest of the building will remain open until 3 AM. The IMC and Periodicals will be closing in 15 minutes."

11:00 PM: "May I have your attention, please. The IMC and Periodicals are now closed. All patrons in those areas must relocate to other parts of the building. The IMC and Periodicals are now closed."

**Building Closing - replace "3 AM" with the building closing time**

2:30 AM: "May I have your attention, please. The library will be closing in 30 minutes, at 3 AM. If you have any materials to check out, please bring them to the circulation desk now. No returns will be accepted after 3 AM sharp. The library will be closing in 30 minutes - all patrons should exit the building before that time."

2:45 AM: "May I have your attention, please. The library will be closing in 15 minutes, at 3 AM. If you have any materials to check out, please bring them to the circulation desk now. No returns will be accepted after 3 AM sharp. The library will be closing in 15 minutes - all patrons should exit the building before that time."

3:00 AM: "May I have your attention, please. The library is now closed. All patrons should exit the building immediately. The library is now closed."