OPENING/CLOSING PROCEDURES

Librarians responsible for opening the Library will ensure all of the following occur:

- Deactivate the alarm
- Turn on the lights, computers, and photocopiers on each floor (including the Computer Lab)
- Unlock the street doors

The closing procedure is as follows:

- 30 minutes before closing the Circulation staff will announce that the Library will close in 30 minutes and that the staff will be shutting off equipment and that the lab will be closed in 15 minutes.
- 15 minutes before closing the Circulation staff will announce that the Library will be closing in 15 minutes, that the lab is closed, and that they should prepare to leave the building. The staff may begin pre-closing after the first announcement.

- CIRCULATION STAFF should:
  - Turn the computers and copy machines off on each floor.
  - Check bathroom lights and open doors using doorstops.
  - Make sure galley lights are off behind desks and in the microform reading rooms.
  - Turn one of the main floor light switches off to indicate the floor has been secured.

- LIBRARIANS should check each floor to see if all have been secured.
  - Switch off last light on each floor as they make the rounds.
  - Call security.
  - Activate alarm.
  - Check the doors.