

Policy & Procedure

Closing the Library

Revised October 30, 2007

1. The library's published hours of operation are until 9 PM (5 PM Friday through Sunday). Library patrons have the right to use the library until the time of closing (9:00 PM or 5:00 PM). Closing times are posted in the foyer and on the Circulation Desk.
2. Official library time will be the time showing on the clock at Circulation.
3. At 30 minutes prior to closing, a minimum of two staff members should remain at the Circulation Desk until closing time if possible. There are two exceptions:
 - a. Leaving the desk briefly to handle an immediate patron need
 - b. Going around the library at 15 minutes prior to closing as described in item 4 below.
4. At 15 minutes prior to closing, one staff members will go around the library advising patrons that the library is closing.
5. At 5 minutes prior to closing flash lights.
6. At closing time lock all doors. When there are three staff members in the library, one person should remain at locked main door to let people out. Serve the patrons remaining in the library for checkout only – no further reference, etc. assistance is available. Once the doors are locked, one staff member must review the entire library for any people remaining. Once clear of patrons, the lights may be turned off.
7. Do not shut down library facility or services prior to closing time. Partial shut down may be allowed when the library is empty – it is acceptable to shut down one pod of unused computers but not both. It is also acceptable to shut down two of the four circulation terminals.
8. Inform the Director of patron abuse of this policy, including groups.