

## Procedure

### Door Locking Procedure – Front Doors

*September 17, 2004*

Unlocking and locking the front doors:

- Use the allen wrench to depress, “dogdown”, unlock the panic bar
- Do not unlock the door with a key
- At night when closing the library, use the allen wrench to unlock the panic bar.
- When leaving, as you go to your car, check to make sure the front door is securely locked.