Closing Procedures

About 15-20 minutes before closing time:

☐ Check in any books still in inside book drop.
☐ If possible, shelve items remaining on carts.
☐ Tidy up the circulation desk.
☐ Leave any notes necessary for morning people (or send an email to Joyce (mohler@ohio.edu), Julia (robinsj1@ohio.edu), Paul (campbep1@ohio.edu), and Judy (careynev@ohio.edu)).
☐ Take door key from safe cabinet.
☐ Start downstairs and move upstairs, politely letting people know that the library will be closing in ____ minutes.
☐ Neaten the furniture (includes pushing in chairs!!); pick up any trash left on tables/floor/chairs; recycle papers left behind in printers.
☐ Collect any books left out on tables or carts to be counted for in-house use.
☐ Close the gray door.
☐ Lock the glass doors by the mezzanine upstairs.
☐ Turn off any lamps that might be on.
☐ Take note of the people still upstairs—you’ll need to go back and make sure they leave at closing time.
☐ Return downstairs. Lock the door by the water fountain. If you can reach it, turn off the power switch on the hinge—ask a librarian if you’re not sure what this is.
☐ Lock the left-side main-entrance glass door.
☐ Return the key to the safe cabinet.
☐ Get white key from circ-desk drawer.
☐ Lock safe cabinet.
☐ Return white key to circ-desk drawer.
☐ Place walkie-talkie on charger; turn off volume knob.
☐ **Shutdown** circ desk computers—don’t just log off.
☐ Verify everyone who was in the library on your rounds has left the area.
☐ Turn off lights.
☐ Say good night! 😊