

Summer Opening and Closing Checklists

(Use of this sheet is optional)

OPENING PROCEDURES (Saturday & Sunday morning)

Student Workers:

- Turn on work-study and patron computers at front desk
- Sign in to the work-study computers using "wslibrary" "library"
- Sign in to Millennium using "milcirc" "milcirc"
- Stamp today's date on each section of the BFP, and put away newspapers.
- Keep Michael's Flyer, A.C. Moore Flyer & Creative Habit Flyer from the BFP & Put in Hold Drawer (Sunday Only)
- Unlock laptop & DVD player drawers (key is in the gray cabinet in the office, MIC103) – **Optional**
- Check book-drop & check in books (key is in MIC103 key box – back wall)
- Turn on computers at the visitor/student computer station – **Optional**

Remember to look up and SMILE to greet incoming patrons!

Circulation Coordinators (CC):

1. Turn on the lights on the 1st, 2nd, 3rd floor and basement using key #15 from MIC103 located behind the door. You can also find the light switch key on The Master set of keys located in the CC cabinet in MIC103.
2. Use the Allen wrench screwdriver to unlock the front doors. The wrench is located at the Circulation Desk in the top drawer. Each door has a silver crash bar. Push in the crash bar and place the wrench in the small hole, turn the wrench. When done correctly, the crash bars will remain flat. The doors are now locked open.
3. Record the people count from the left panel, and put that number in the "**Information Log Sheet**" binder located in the cabinet above the desk in MIC103. The people count begins with the letter "**P**" before the number.

CLOSING PROCEDURES (30 Min prior to closing)::

Student Workers:

- Remind any patron who enters the building 30 min prior to closing that the library will be closing soon (give them the time till closing).
 - Check laptop & DVD player drawers to make sure all have been returned and lock drawers once all laptops & DVD players are accounted for (key is in the gray cabinet in the office, MIC103).
 - Make sure the computers around the front desk are left logged in.
 - Shut down computers at the reference sections on the 1st floor.
 - Check book-drop & check in books (key #4 is in MIC103 key box – behind the door!)
 - Make sure the work-study/front desk space is neat and clear.
- As the last few patrons exit the building, wish them a good evening, and/or smile!**
- Once all patrons have exited the library, turn off the two work-study computers at the front desk.

Circulation Coordinators:

- 1) 30 minutes before closing: let the patrons on each floor know what time we close.
- 2) Make sure to turn off all the computers on the 2nd floor, 3rd and basement or ground floor.
- 3) Turn off the lights on the 3rd & basement floor after patron's leave (**unless the janitor is in the building**).
- 3) **10 minutes before closing** - Use the Allen wrench screwdriver to lock the front doors. The wrench is located at the Circulation Desk in the top drawer. Each door has a silver crash bar. Place the wrench in the small hole, turn the wrench. When done correctly, the crash bars will pop out. The doors are now locked.
- 4) Lock the CC cabinet in the office with key #11 from the MIC103 key box. Make sure the tall black cabinet is locked. (**All in MIC103**).
- 5) Turn off the lights on the 2nd & 1st floor once all patrons have left (**unless the janitor is in the building**).
- 6) Make sure the students do not forget to sign out using the online payroll system.
- 7) **Everyone who closes at night should leave together.** Sometimes this may mean leaving after 5 p.m., 9 p.m. or 10 p.m. No one should be left alone in the building with a patron.

Circulation Coordinators – To print out more forms – Go to circulation wiki under "forms," to find the document.

(Leave completed sheet in the office)