

Closing the Library Without a Custodian Checklist of Duties

- ❑ ½ hour before closing lock the back staff door. Adult Librarian
- ❑ ½ hour before closing lock the front side door (Sale Books). Children's Librarian
- ❑ Politely inform patrons in Meeting Rooms, YA & Computer Lab that we are closing. Adult Pages
- ❑ **At 15 minutes to closing, go into the Computer Lab and along the back wall and tell patrons they must save their work to a floppy or Flash Drive and not to the computer. They must start their printing by 10 minutes to closing. Do this twice. (Librarian and/or Page).**
- ❑ **Make several announcements at 4:45, 4:50, & 4:55 p.m. (Adult Librarian)**
- ❑ Unplug lights in YA. Adult Pages
- ❑ Shut down the OPACs in Adult and YA. Adult Pages
- ❑ Shut down Adult and Receiving copiers. Adult Pages
- ❑ Open door on Printer in Computer Lab. Adult Pages
- ❑ Check first floor bathrooms and custodian closet. Adult Pages
- ❑ Check Children's bathrooms, meeting rooms and office. Children's Librarians
- ❑ Final check of Staff Lounge (unplug coffee machine). Adult Pages
- ❑ Final check of Quiet Study and Group Study. Adult Pages
- ❑ Final check second floor bathrooms custodian closet, meeting rooms, and Pantry. Adult Pages
- ❑ Turn off and lock electric doors in the front. Children's Librarian
- ❑ Turn off and lock electric doors at the side. Adult Librarian
- ❑ Turn off Self-checkout at front. Circulation staff
- ❑ Turn off self-checkout at the side ten minutes before closing. Adult Page
- ❑ Blink lights on and off. Adult Librarian
- ❑ Double check stacks for patrons. Adult Pages & Children's Pages
- ❑ Turn off fireplace. Adult Librarian
- ❑ **Turn off the lights in the Receiving Room at 5:00 p.m. exactly. (Adult Librarian)**
- ❑ Check back door in corner and side door near the Chilton Books. Adult Pages
- ❑ Check the Lower Level. Adult and Children's Page
- ❑ Turn out lights and activate the alarm. Wait for green light, key in code, Press **Star** and be out in 45 seconds. Adult and Children's Librarian

If the alarm indicates motion in the Receiving Room, stay still, wait for the green light to come on and re-enter code and star.

If the alarm indicated motion elsewhere, check that area of the building and re-enter code and star when you return.

If you can't get the alarm to set, and you can't determine a reason, lock the doors and call Guy's cell phone. You can leave a message.