LANEY COLLEGE
900 Fallon Street, T-850
Oakland, California 94607

SOP Number: 5.30.01
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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	**LIBRARY CLOSING ROUTINE**
PURPOSE:			

To provide procedures for the nightly closing of the Laney College Library to library users.

PROCEDURE:	

LOAN DESK

1. **6:00 p.m.** -Close all Study Rooms **(lock the doors and turn off the lights.)**
2. **1 hour before closing-** Take the first "exit" count.
3. **30 minutes before closing-** Reset all alarms at both sides of the building and at the hallway doors.
4. Close the microfilm room door.
5. **15 minutes before closing**
   a. Send library student worker to floors 3 and 4 to announce, *" The Library is closing in 15 minutes .Internet access will end in 5 minutes. "*
   b. Evening Technician goes to the 2nd floor to announce, *"The Library is closing in 15 minutes. Internet access will end in 5 minutes."*
   c. Evening Technician/library student worker turn off computer at the Loan Desk.
   d. Evening Technician/library student worker close the blinds at the Loan Desk.
6. **10 minutes before-** Turn off all Internet computer monitors.
7. **5 minutes before**
   a. Turn off one computer at the Loan Desk.
   b. Lock cash box in the cash box cabinet.
   c. Take the second "exit" count.
8. **At Closing**
   a. Put the **"CLOSED"** sign on the front door.
   b. Switch the entry switch to **"NO ENTRY"**.
   c. One Evening Technician and one library student worker, clear the entire building and close and lock all side doors on all floors.
   d. Switch the entry switch to **"CLOSED"** after all floors are secured.
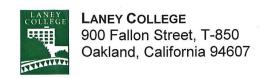
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NOTE: On nights when the Reserve Desk technician is absent, turn off all copiers and the computers at the Reserve Desk.

RESERVE DESK

1. Pick up all magazines, newspapers and books left in the Browsing Area.
2. Shelve all Reserve materials left on Reserve Desk book trucks.
3. Check in all **LIBRARY USE ONLY** books.
4. Turn off all Reserve Desk computers .
5. Turn off all copiers.

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STANDARD OPERATING PROCEDURE

DEPARTMENT: Library Services	**TITLE:** LIBRARY CLOSING ROUTINE

KEY WORDS

DEFINITIONS AND ABBREVIATIONS

RESOURCES

Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			