

PHYSICS LIBRARY CLOSING PROCEDURES

Only the reserve cabinet key is needed to close.

Every current Physics Library staff member has a copy of the reserve cabinet key. There is an extra copy in reserve cabinet 2. Each Science and Engineering branch also has a copy.

The following information is posted on the white reserve cabinets:

- Staff and student assistant schedule and phone numbers
- Sunday supervisor: Fariha Nalan; hours: 4-9pm; phone: 3-1513

Physics Library Hours

Monday–Thursday: 9am-9pm

Friday: 9am-5pm

Closed Saturday

Sunday: 4pm-9pm

Summer and Intersession: Monday-Friday: 1-5pm

1. IN-HOUSE PICK UP. At least 45 minutes before closing, pick up all books and journals not in use from the copier room, tables, carrels, chairs, the floor, etc. on the main floor and in the mezzanine. Bring everything to the circulation desk for barcode scanning. Scan everything for use. (Use the “Mark Item Used” (hand with book) link to display the Item Use window.) Place all scanned volumes on cart for shelving the next day. Everything in the loan desk’s book drop should be discharged and placed in the reserve cabinets and/or on shelving cart. Roughly sort items (books, main level journals, mezzanine journals) on the shelving cart. Re-shelve reserve and reference items and current journal issues before closing.

2. RECYCLE. Gather all loose papers and day-old newspapers except the *New York Times* from tables, the copier room, and recycling boxes in the Library and take them out to the large bin by the elevator.

3. ANNOUNCEMENT OF CLOSING TIME. About 15 minutes before closing, walk through the Library and notify users that the Library will be closing. Everyone using the Library must leave when the lights are flashed and the doors are shut at closing time. Individuals with after-hours access are welcome to leave their study materials and let themselves back into the Library using their access cards after the doors have been securely closed.

4. SHELVES, CHAIRS. Straighten the main level of the Library. Push in all pullout shelves in the stacks and all chairs in the study area.

5. STAFF AND PUBLIC PRINTERS. Make sure both are on, working, and filled with paper. Public paper is stored in a cabinet labeled “public paper” located just inside the entrance of the OM’s office. Use the OM office key from reserve cabinet 2 to unlock the OM’s door, if needed. Staff paper is stored in the file drawer beneath the staff printer.

6. PHOTOCOPIERS. Push the green start button on all photocopiers. Make sure they are alive and well. If there is a problem with either Xerox copier in the photocopy room, close the top and turn the Velcro-attached sign on top of the copier to the “Out of Order” side. Call 5-1036 to report any problems with the Xerox copiers. Enter all calls on the problem log sheet located next to the telephone on the telephone table section of the circulation desk. Check the department copier. If service is needed, contact Stewart Kramer (3-8225). Please leave a note in the Problems Box if you request department copier service.

7. ACCORDION DOOR. Make sure the accordion door in the copier room is closed and locked. Don't pull too hard, though – the lock is fragile. If the door is unlocked, lock it using the key from the key rack in the reserve cabinet 2.

8. OFFICES. Make sure both office doors are locked and closed securely.

9. DATE STAMPS AND BELL. Advance the date stamps one day. Close the inkpad and place the date stamps, inkpad, service bell, and accompanying sign in reserve cabinet 4.

10. RESERVE CABINETS. After re-shelving all reserves, lock the four reserve cabinets with your small key. (Please note: cabinet 4, unlike the other cabinets, locks by turning the key in a clock-wise direction.) Check the doors to make sure both sides are locked. **FOR SECURITY REASONS, IT IS VERY IMPORTANT TO LOCK THESE CABINETS! IF FOR SOME REASON YOU DON'T HAVE YOUR KEY, USE THE EXTRA KEY IN RESERVE CABINET 2. TAKE IT HOME WITH YOU AND RETURN IT THE NEXT DAY.**

11. WINDOWS. Make sure all of the windows are closed. Keep the bugs and birds out!

12. LIGHTS AND FANS. Turn off all fans, including the fans in the copier room. Turn off main level lights only if the Library is empty. Main level reading room/staff area lights are controlled by the triple switch next to the Library entrance doors. Main level stack lights are controlled by a single switch on the end of the shelves between rows 1 and 2.

13. CIRCULATION AND STAFF PCs. Staff (except the student PC – see step 14 below) and circulation computers should all be OFF when you leave. Close Unicorn. You will get a message box saying, "This will halt the workstation." Click on Yes. Close any other open applications. From the Start button, click on Shut Down.

14. STUDENT PC. The student PC (AKA Ariel machine) should remain on in locked mode to capture any Ariel documents that are delivered overnight. To lock the computer, simultaneously depress the ctrl-alt-delete keys on the machine's keyboard, and then choose "Lock Computer" from the list of available options.

15. REFSTATS FORMS. Remove the current day's refstats form from the circulation desk and put it in Rebecca's mailbox. Take a new refstats form from the drawer beneath the circulation computer and, using removable tape from the circulation counter, affix it to the circulation desk. Write tomorrow's date and hours open on the form.

16. AFTER HOURS CIRCULATION BOX AND FORMS. Move the box and forms from the shelf below the new books and place it in middle of the circulation desk with the "After Hours" label facing out.

17. LIBRARY DOORS. Close the doors by pulling them away from the wall-mounted magnets. Close the smaller door first and secure it in place by pushing up on the lever of the lower locking mechanism and down on the lever of the upper locking mechanism. Give the door a little wiggle to be sure it is locked in place. After the smaller door is securely locked, close the larger door. This door only needs to be closed securely. It is set to lock.

18. AFTER-HOURS USERS. After you have shut the doors, flash the Library lights off and then on again. All individuals using the Library must leave at this time. Users with after-hours access may key back in, one at a time.