

Closing Procedures

(Monday-Friday)

11:15 P.M.

1. **START** pushing in chairs AND cleaning up around the tables. (It is O.K. to be noisy so that patrons will begin to migrate out of the area).
2. **SHELVE** any magazines.
3. **CLEAN-UP** Reference Desk area, throwing away scraps of a paper and straightening-up in general.
4. **TIDY-UP** around copiers.

11:30 P.M.

5. **COUNT** statistics from the request slips. Newspapers and Secured Collection need to be totaled separately.
6. **RECORD** the totals on an orange statistics sheet. The orange stats sheets can be found under the Reference desk.
7. **PAPER CLIP** the orange statistic sheet to the request slips and PUT them on Debbie's desk.

11:45 P.M.

8. **TAPE** the "Copy Machine Unavailable" signs to the copy machines. The signs can be found in the folder "Signs--Copy/Devotional" in the file cabinet.
9. **TURN-OFF** the lights behind the desk and in the back of the room.
10. **FINISH** pushing in chairs.
11. Politely **ASK** the people who are still in the room, to gather their things and leave.
12. **CHECK** the stacks to make sure no one is back in them.
13. **DO** one last check and **SECURE** area.

Saturday Night Closing Procedures

11:00 P.M.

1. **PUT** away all newspapers for the week in folders in the newspaper room. REMEMBER if there is not a folder made--you must create one! Also, REMEMBER to HIGHLIGHT.
2. **PUT** newspaper tabs in the "Not in Use" Box.
3. **PUT** the clips in the clip holder.

11:20 P.M.

1. **START** pushing in chairs AND cleaning up around the tables. (It is O.K. to be noisy so that patrons will begin to migrate out of the area).
2. **SHELVE** any magazines.
3. **CLEAN-UP** Reference Desk area, throwing away scraps of a paper and straightening-up in general.
4. **TIDY-UP** around copiers

11:30 P.M.

1. **COUNT** statistics from the request slips. Newspapers and Secured Collection need to be totaled separately.
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3. **FINISH** pushing in chairs.
4. Politely **ASK** the people who are still in the room, to gather their things and leave.
5. **CHECK** the stacks to make sure no one is back in them.
6. **DO** one last check and SECURE area.