

CLOSING PROCEDURES

Prologue: Library users have many expectations concerning library service. The most basic expectation is that the Library will open and close according to posted schedules. By adhering to posted schedules, the Library shows a respect and concern for our patrons' needs, while at the same time communicating that fiscal limits prevent us from operating a more liberal schedule of hours and services. The following policy recognizes this fact and provides guidance for meeting the basic expectations of our users.

General policy: Each library will physically open and close its doors at the time announced in the library schedule. Libraries may, of course, open earlier and stay open later depending on extenuating circumstances and service needs of the overall organization.

Availability of other library services prior to closing: Each library within the system will make an effort to provide as many services as possible until the library closes. However, the large physical operation of the Central Campus Library requires that some services be cut back or closed prior to the building physically closing. Examples of these services are photocopying machines, printing, and media viewing services. In cases where these services will completely cease prior to closing, the library will clearly post warning signage to alert patrons to this fact.

Central Campus Library: The Central Campus Library is a large building and will be systematically closed down in stages to reasonably ensure that the building is empty by the advertised closing time. 15 minutes before this time a closing announcement will be made. When the announcement is made, please gather all personal items and make your way to the exit. If you have materials to be checked out, please make your way to the circulation desk immediately as the staff will begin closing procedures for circulation operations at this time. Please be aware of the closing arrangements as this will affect how long you can work in the library.