CLOSING TIME PROCEDURES

First Floor Closing Time Procedure
- Let the staff at the public information desks know you will be cleaning up. Ask if there are any areas that need urgent attention.
- Pick up any stray materials on the floor or piled on shelves and put them away as time permits. Items that have not been reshelved by closing time can go on the orphan cart.
- Straighten materials on shelves by pushing in bookends.
- Reshelve all reference items IMMEDIATELY. Do not put them on orphan carts.

Picture Book Area
- Check the toys, puzzles, and puppets. Reassemble anything that needs it and put away in appropriate bins.
- Tidy the play area. Put away noncirculating stuffed animals, cardboard books, toys, and puppets.
- Tidy the puzzle table. Return all assembled puzzles to the rack. Push in chairs.
- Scan shelves for books that are upside down, inside out, or out of place. This is especially important in the Picture Book area, which is always heavily browsed.

Teen Zone
- Put magazines away, clear tables, and push chairs in.
- Put YA materials in order, if needed.

AV
- Push all CDs and DVDs back against their dividers.
- Reshelve any stray materials on floor or on wrong shelves.

Checkout Area
- Do not turn off any of the catalog computers or the copiers.
- Check for any stray materials left by the copier, catalog computers, and self-checkout stations.
- Check with staff at the public information desks when you are finished and bring full orphan carts back to the circulation area. Replace with empty carts.
- Pick up all trash from floor, tables, shelves, and anywhere else.
- Clear off study tables and push in chairs.
- Do a final check for any stray items you missed.
Second Floor Closing Time Procedure

- Let the reference desk staff know you are there to clean up. Ask if any areas need immediate attention.
- Check the silent study room for library materials and return the items to where they belong. Turn out the lights if the room is empty. If it's still occupied, mention it at the reference desk and remember to check back later.
- Put away all current magazines and newspapers and tidy the seating area.
- Check all tables and study carrels for books and other materials. Reshelve as much as you can; then put the rest on an orphan cart.
- Push all chairs up to the tables.
- Pick up all scrap paper, pencils, and trash. Pencils go in cups by catalog computers. There is a box for clean scrap paper at the reference desk. Dispose of trash properly.
- Return all back issue magazines and newspapers to the stack area. Shelve if time allows, or place them on the sorting cart.
- Straighten the business reference and consumer reference areas.
- Check ALL aisles for stray materials left on the floor or piled on shelves. Reshelve as much as possible or put them on an orphan cart.
- Push in bookends and refill empty display easels.
- Reshelve items that have been left on the small carts at the ends of aisles.
- Reshelve reference materials. Please put a red dot on any item that does not have one (for usage survey).
- Put kick stools in the aisles where patrons can see them.
- Turn off microfiche machines. Put any microfilm in the orange box on top of the microfiche cabinet.
- Replenish small scrap paper at all public computer terminals.
- CHECK BACK AT THE DESK TO SEE IF ANYTHING ELSE NEEDS TO BE DONE.