OPENING PROCEDURES
SECOND FLOOR

Turn on light switches:
___ 1 in Theology reading room
___ 1 in GovDocs microfilm room
___ 4 by copier room (east & west wings)
___ 2 in copier room
___ 8 across from ladies’ room
___ 1 by office 223
___ 1 by office 225
___ 1 by ladies’ room

Check computers to be sure that all are turned on and logged on.

Fill printers with paper if needed.

Shelve any books left on trucks.

Pick up phone, press phone button, listen for beeps; dial 4000 and follow instructions to retrieve messages; leave notes for librarians as needed.

NIGHT SHIFT & CLOSING PROCEDURES
SECOND FLOOR

9:00 Report in to the Librarian at the Reference Desk.
Complete assigned tasks, even if they were initialed earlier in the day; they may need re-doing.

10:00 Shelve Reference books and return circulating books to trucks at south side of floor.

11:00 Fill printers with paper

11:15 Close room 235--be sure that: lights are off, projector is off, projection room is locked, all doors are locked.

11:30
- Pick up books from tables on 2nd floor and shelve as many reference books as possible. Put remaining books on trucks.
- Turn off all floor lamps, table lamps, and carrel lights.
- Check window blinds, including those in study rooms, to be sure they are down and open.
- Push in chairs.

11:45
- Turn off copiers and copy room light.
- Make sure everyone has left from Reference, GovDocs, and Theology
- Turn off light switches:
  - 1 in GovDocs microfilm room
  - 1 in Theology reading room
  - 2 in Honors study room
  - 4 by copier room (east & west wings)
  - 8 across from ladies’ room
  - 1 by office 223
  - 1 by office 225
  - 1 by ladies’ room

11:55-12:00
Report to Circulation manager when 2nd floor is closed to leave the building with Circulation students