

Library Closing Procedures

In order to properly close down the library and to protect the well being of students and staff, the library follows a set closing schedule. The cooperation of library users is essential in this task.

Closing procedures for this building begin 10 minutes prior to closing. This means check-out of materials will cease at **10 minutes** before closing, and the check-out computer will be turned off.

The clock at the circulation desk is the official time of the library which is coordinated with [United States Naval Observatory Time](http://tycho.usno.navy.mil/simpletime.html) <http://tycho.usno.navy.mil/simpletime.html> . Other clocks throughout the building may not be in synch with this clock.

- An announcement will be made twenty minutes before closing to alert patrons to the check out deadline. (Ex. “The library will be closing in 20 minutes. If you have materials to check out, you need to do so now. The computers will be shut down in ten minutes.”)
- Study room keys and reserve items must be returned **ten minutes** before closing.
- The "**In**" door will be locked at **15 minutes** before closing.
- After the last patron leaves at closing, the "**Out**" door and security gate will be locked.
- See [Library Hours](http://www.una.edu/library/about/hours.html) for closing times
<http://www.una.edu/library/about/hours.html>

If patrons refuse to leave in an orderly manner, University Police may be called.