

## **Library Closing Procedures**

In order to properly close down the library operations and to safeguard 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 computer will be turned off.

The clock at the circulation desk is the official time of the library. Other clocks throughout the library may vary in time.

- An announcement is made twenty minutes before closing so patrons who have materials to check out can do so. (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.
- At closing the "Out" door will be locked behind the last patron to leave and the gate pulled down and locked.
- See Library Hours for closing times <http://libguides.una.edu/hours>

Any patrons refusing to leave in an orderly manner can be reason to contact police for assistance.