

NOTE: If there are not enough staff to clear the south and north side of the floor at the same time, the south side should be done first.

Infodesk1 (clearing south side):

In order to clear the south side of the floor, there must be a person at the top of the stairs (from Circ usually) and 2 staff members to do the floor clearing. If needed, staff from InfoDesk2 should help clear the south side of the floor before finishing clearing the north side.

Remember that Kids staff will be waiting for ADS Staff at the bottom of the East Stairwell to begin clearing the floor.

The 2 staff members at Infodesk1 shall be referred to as StaffA and StaffB.

- 1) StaffA and staffB head to the East Stairwell (by ADS Office) and one of them enters the stairwell and waits to confirm with a Kids' Department Staff member that the stairwell is clear.
- 2) After confirmation, StaffA heads west on the north side of the non-fiction stacks while staffB does the same on the south side of the stacks. Each person both ensuring the area is clear and making regular eye contact with the other staff person.
- 3) StaffA clears the book discussion nook and continues west.
- 4) At the alcove by the restrooms, staffA checks the bathrooms (including companion care) and elevator (by calling it to 2nd floor).
- 5) StaffB continues West on the south side of the stacks independent of StaffA, clearing the tables and spotlight nonfiction area and watching north through the stacks to be sure all the stacks are clear.
- 6) StaffB checks the travel and spotlight fiction displays.
- 7) StaffB checks the South Stairwell (no need to wait for Kids' staff here), clears the magazines, newspapers and large type area and waits at Infodesk1 for staffA.
- 8) StaffA clears the Teen Area (turn out lights) and the Teen collection area. Ensure the area behind the teen collection and the audiobooks stacks are also clear.
- 9) StaffA meets up at Infodesk1 with StaffB and staff from Infodesk2.
- 10) If North side of building isn't clear yet, Infodesk1 staff will assist with clearing that area while ensuring that the south side of the floor stays clear.
- 11) Once it is agreed that the 2nd floor is clear, 2nd Floor Person In Charge(PIC2) will take the 2 security radios (if present).
- 12) PIC2 releases other staff members (including Circulation staff member), checks that the elevator (at main staircase) is clear and heads down the stairs to the lobby.
- 13) PIC2 confirms that the lobby is clear, and confirms with Kids-In-Charge and Circ-In-Charge people that the public floor is clear to the lobby gates.
- 14) Person In Charge of the Whole Building (PICW) announces that the building is clear, releases other In Charge staff and takes all radios (2 from ADS and 1 from Kids) to Security at the Welcome desk.
- 15) PICW assists security and custodians in final closing of the building and confirms with custodian that the building is closed.
- 16) Whenever their 1st floor duties are complete, PIC2 ensures other 2nd floor staff have left and turns out lights in ADS office and in Teen/Custodial Hallway before exiting the building.

Infodesk2 (clearing north side):

At least 2 staff members should participate in clearing the north end of the building.

Starting as early as 30 minutes before the Library closes, Infodesk2 staff should work with patrons in the Creative Studios to ensure that all materials are checked in and that the patrons will be prepared to leave at or before closing time. See Creative Studio procedures for further information on clearing the studio.

At closing time, Infodesk 2 should clear the floor, ensuring there are no patrons:

- 1) In the Creative Studio,
- 2) In the Study Rooms,
- 3) In the Gathering Room (turn out the lights),
- 4) In the Computer Lab (turn out the lights),
- 5) In the Business Area (turn off the TV), or
- 6) Anywhere on the floor between the north end of the building and Infodesk1

Infodesk2 staff should then wait by Infodesk1 and ensure that the north side of the 2nd floor stays clear.