

ELMHURST PUBLIC LIBRARY CLOSING PROCEDURES

All Staff share responsibility for seeing that the building is cleared at closing. The person in charge of each department is responsible for making sure the department is clear and notifying the person in charge of the Library. The person in charge of the Library is responsible for verifying that each department is clear and working with the Monitors and/or Custodians to be sure that the building is empty and secured.

Under no circumstances shall a staff member take a child out of the building or transport a child in any manner.

If a child under the age of 16 has not been picked up at closing time, obtain parent/caregiver's name, address and telephone number. Attempt to contact parent/caregiver. If the child cannot be picked up by 15 minutes after closing, call the Police to take the child to the Police station to await the parent/caregiver. If the child chooses to leave, report incident and contact information to Administration.

PHONE CONSOLE announces that the Library is closed.

2ND FLOOR:

Person at Top of Stairs

- Member of Circulation Staff comes to watch top of stairs.
- Encourage people to go down and stop people from coming up.
- Watch who goes down in case staff need to know whether someone left the floor.

Infodesk1

- Clear the Teen Collection Area (including tables on north side of stacks) and Teen Space.
- Clear the public restrooms and companion care restroom.
- Clear elevator by restrooms by bringing it to 2nd floor and confirming it is empty.
- Clear the Adult collection, Book Discussion Nook, NF Spotlight nearby seating.
- Clear the East Stairwell, use mirror to check stairs are clear to first floor.
- Clear the South-West stairwell, use mirror to check the top floor.
- Clear the Spotlight fiction and Travel collection and seating area.
- Clear the Magazine and Large Type collection area.
- Turn off the fireplace

Infodesk2

- Clear the Creative Studio, study rooms and hallway.
- Clear the Business area and turn off the television screen.
- Clear the Computer Lab and Gathering Room and turn off lights.
- Clear the Computer Commons and CD/DVD collection area.

Person In Charge of 2nd Floor

- After floor has been cleared, clear the elevator at the top of the main staircase by bringing it to 2nd floor and confirming it is empty.
- After area has been cleared, go to the first floor and check in with Kids'/Circ/Monitor/Custodian.
- Bring all radios to the Security Monitor on the first floor.

CIRCULATION:

Circulation Supervisor/Desk Clerk

- Check the area behind the public elevator on the 1st floor.
- Make sure the lobby is clear.
- Clear and close up the book sale room.

Welcome Desk

- Watch to see that people do not enter building or hide in meeting room corridor.
- Check the two restrooms by the welcome desk.
- Let the Circulation Supervisor know that both of these areas are clear.

KIDS

One staff member

- Is stationed at the entrance to the Kids' Library, they do not let people enter.

Other staff member/s will

- Clear Learning Garden
- Clear East stairwell
- Clear the South-West stairwell
- Clear bathrooms and copy area
- Clear perimeter & entire room

Librarian In Charge of Kids'

- After area has been cleared, Librarian will go to the first floor and checks in with ADS/Circ/Monitor/Custodian.
- Bring all radios to the Security Monitor on the first floor.

MAKERY

- Clear the public restroom.
- Clear the mechanical hallway and stairwells.
- Check that the Laminator, T-shirt press, LulzBot, & Laser Cutter are all turned off.
- Bring cash box to Circ Supervisor.
- Inform Circ Supervisor that the Makery is clear.

MONITORS

- When a single Monitor is on duty, they will go down to the lobby area to at closing to oversee people leaving the building.

- When a 2nd Monitor is on duty, they will help clear the 2nd floor.
- Charge radio(s)
- When no Monitor is on duty, staff will take radio(s) to charging station.

LIBRARIAN IN CHARGE

- The librarian in charge of the building will meet with other Staff Members on the 1st floor (ADS/Kids'/Circ/Monitor/Custodian) to confirm that the building is clear.
- Tell the Custodians to lock the doors.

It is not necessary to stay until all Staff Members have left the building, but a Supervisor must remain in any department where staff is still working.