

# Tech Training: Library Closing Procedures

**From:** King, Jan  
**Sent:** Tuesday, October 4, 2016 9:28 AM  
**To:** Higley, T.J. <[tjhigley@taylor.edu](mailto:tjhigley@taylor.edu)>  
**Cc:** Wilson, Lana <[lnwilson@TAYLOR.EDU](mailto:lnwilson@TAYLOR.EDU)>  
**Subject:** RE: Closing Shifts

TJ,

I was out at the end of last week and finally confirmed closing info with Dan this morning. He felt that the Research Assistant (RA) and T&LC Tech would need at least 20 minutes to close, possibly a little longer. The student assistants do not end up leaving the building immediately at closing time. The exit times I have observed on the closing checklists seem to average at around 10 minutes after closing.

Here is how Dan said things should play out:

The Research assistant will make an announcement 30 minutes before the Library closes. Then, they will do a quick walk through to check and lock any unoccupied spaces that should be locked at closing. This helps abbreviate the final closing routine.

The RA should then meet the Tech at the Ask desk by 20 minutes before closing. (Dan said they should begin the closing walk through together no later than 20 minutes prior to closing since it takes so long.) While stationed at the front desk, the Checkout Desk Assistant (CDA) will need to be the one to make the second and third announcements at 15 minutes before closing and at closing time respectively. (Dan didn't say this. That is my deduction since the RA & Tech will be in other parts of the Library.) During the closing walk through, the RA and Tech will need to make sure they swing by the main entrance at 5 minutes before closing to lock the doors.

Dan said the RA and Tech would then need to go back upstairs again (3<sup>rd</sup> time for RA, 2<sup>nd</sup> time for RA and Tech together) to make sure everyone has cleared out. You had indicated that more than one sweep seems inefficient, but it appears it is necessary to make sure everyone leaves the building. Even though the announcements get some people moving, we don't require people to actually leave until closing time.

I've copied Lana on this email so she is a part of this discussion. If either of you have questions, observations, or ideas, let's discuss them together. Like you, I am not present at closing. This has simply been my attempt to reconstruct what Dan indicated should happen. I'm definitely open for your input and feedback.

Jan

**Jan King**  
Circulation Coordinator