




## **Closing Procedure for Barrow Community Library**

- **Warn customers the library will close five minutes prior to closing time. When the library is empty, do one more check to make sure no customers are left in.**
- **Lock the front doors at the library:**
  - Press  on wall panel to set doors to manual.
  - Let the doors close, then lock the 2 bolts on the right hand door.
  - Pull left door closed, and use the key to lock.
  - Press  on wall panel to lock the automatic mechanism.
  - Switch off the library open sign.
- **Turn off the counter PCs, the public PCs and the Printer.**
- **Turn off lights, close blinds and windows if necessary.**
- **Lock away the cash drawer from the till, and all the counter drawers.**
- **Switch “do not disturb” on on the telephone.**
- **Go to the rear emergency exit door, and lock it by:**
  - Press  on wall panel to lock the automatic mechanism.
  - Lock with the key provided next to the door.
- **Gather your belongings and keep door keys in your hand.**
- **Use the fob to set the intruder alarm and then exit through the side door.**
- **Lock the side door once you hear the final beeps from the alarm.**
- **Exit the car park and lock the gate behind you (if cars remain in the car park, that is the owners’ risk, the car park gates need to be locked for security).**