

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH EDUCATIONAL RESOURCE CENTER POLICY & PROCEDURE MANUAL

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Subject: <b>CLOSING PROCEDURE – LIBRARY AND STUDENT COMPUTER LABS</b>		Original Issue Date: June 14, 2012	Policy #: <b>611</b>
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Individuals/Committees Consulted: ERC Staff	Reviewed & Approved by: Administrative Committee College Planning	Approved by:  Educational Resource Center Director (Signature on file)	
		Provost, College of Nursing & Allied Health (Signature on File)	

## PURPOSE:

To delineate the process involved in closing the Library and Student Computer Labs at the end of the business day.

## POLICY:

Library and Student Computer Labs will be closed on time according to posted hours of operation.

Educational Resource Center (ERC) staff are assigned to closing the Library and Student Computer Labs.

## PROCEDURE:

Library staff assigned to closing the Library and Student Computer Labs will:

- Approximately 10 minutes prior to closing remind Library and Student Computer Lab patrons that the facility will be closing in 10 minutes
- Approximately 5-15 minutes prior to closing:
  - ✓ **Student Computer Labs**
    - Straighten Student Computer Lab stations
    - Place any items found in Student Computer Lab, such as memory sticks, school papers, articles of clothing, in lost and found
    - Make sure there are blank sign-in sheets on the Student Computer Lab clipboards
    - Refill staplers if needed
    - Load paper in Student Computer Lab printers if needed
    - Turn off Student Computer Lab monitors not in use
      - Leave hard drives on
  - ✓ **Library**
    - Empty cash drawer
      - Place monies in appropriate pouch
      - Secure monies in designated locked cabinet out of Library
    - Straighten Library chairs and computer stations
    - Place any items found in Library, such as memory sticks, school papers, articles of clothing, in lost and found
    - Refill staplers if needed
    - Load paper in Library printer, photocopy machine if needed

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Subject:

**CLOSING PROCEDURE – LIBRARY AND STUDENT COMPUTER LABS**

- Pick up and count any books/journals left on tables or in the Library stack and place on book cart
  - Enter number under “pick up/reshelve” on Circulation Statistics form located on circulation desk
- Turn over Circulation Statistics form to next business day’s date
- Roll date due stamps to new due dates (1 week, 2 week, today’s date)
- Make sure there are blank sign-in sheets on the Library clipboard located on the circulation desk
- Check returned A/V equipment for cords, remote control before securing in locked storage room
  - Return A/V equipment to locked storage room
  - Ensure storage room is locked, including deadbolt
- Return all examinations and examination answer sheets (Scantron forms) to testing cabinet if not previously done
- Ensure testing cabinet is locked and place key in designated desk drawer.
- Turn off Library computer monitors not in use
  - Leave hard drives on
- If Educational Resource Center Director is absent, ensure Director’s office door is closed and locked
- At closing time
  - ✓ Turn off any Library and Student Computer Lab monitors that are still on
    - Leave hard drives on
  - ✓ Turn off Library and Student Computer Lab lights (light over inside Library entrance door automatically stays on 24 hours/day)
  - ✓ Close and lock Library and Student Computer Lab doors

**PROCEDURE DOCUMENTATION:**

ERC Daily Report: Circulation Statistics

**REFERENCES:****REVISION DATES:**

June 14, 2012

May 12, 2016