Procedure for Circulation Desk Assistant

**Taxi:** If you need a taxi, call ½ hour before you leave. The cab will wait only 5 minutes from the agreed upon time. You will need to sign the taxi log and have the para-transit purchase number in order for the taxi to charge the library. You can find this number and all related taxi information, in the task sheet drawer of the file cabinet by the Circulation Desk, under TAXI.

1. Begin the closing procedure no sooner than 11:55 p.m.
2. Turn off the CPU’s and monitors at the Circulation Desk. Check to be sure the fiche developer is turned off.
3. Take the Opening key ring from the key box in the file cabinet drawer.
4. Lock the Circulation Desk doors with the black-taped key (office key)
5. Switch off the three Open Reserve copy machines and make sure the copy machine in (S-221) is turned off.
6. Check all Circulation office doors to be sure that they are locked.
7. Announce that the library is closing.
8. Turn off the copy machines and the “light” switch in the S-2 copy room. Also turn off the “key” light switch by the CALR room.
9. Go into the CALR turn off the lights. No need to lock the door.
10. Also by this room on the opposite wall is another “key” switch to turn off. This switch looks like a car ignition. Turn it counter-clock wise. *This switch turns off the carrel lights.*
11. Go to S – 3 there is another ignition key switch on this floor directly below the one on S – 2 turn this one off also. Go back to the core and turn off the “key” light switches using the Hubbell Key.
12. Go back to the core of Sub 2 and turn off the “key” light switches.
13. Return to Circulation Desk and leave door ready for final shutting/locking.
14. Place keys in the key box. After all is safely put away, push in the lock button at the upper right of the cabinet.
15. Turn off lights in the Service Center. The switches are located by the front and back doors turn off all 4 switches.
16. Shut the locked Circulation Desk door.
17. Meet the Entrance Station Attendant on Sub 1 by the Entrance gate and exit the building together.
University of Michigan Law Library

CLOSING PROCEDURE—Two people on duty

Procedure for Entrance Station Desk Assistants

Taxi: If you need a taxi, call ½ hour before you leave. (see over for further instructions)

1. At 11:55 p.m., turn off the Computer, unplug it and carefully roll it into S110, making sure the door is locked behind you.

2. Remove the Closing Keys from the Entrance Station Desk drawer. There are several, listed below:
   a. Hubbell keys that are used in the light switches.
   b. BAV and UTA keys are for the West End elevator (at the bottom of the grand staircase).
   c. U-M key #794837 is for locking all doors and the rolling gates
   d. U-M key #646743 locks all office doors in the Library.

3. Take the Grand Staircase to Level 1; go past the long bulletin board to the Hutchins Hall corridor. Pull the glass doors shut, making sure they are locked, if not use Key # 794837 to lock them. You need to turn the key in the lock twice in the same direction (away from the door).

4. Go back to the bottom of the Grand Staircase, with the same key lower the grate between level one and the Smith Addition. The keyhole is on the stairway wall.

5. Again using the same key lower the grate at the bottom of the Grand staircase that leads to the Reading Room. The keyhole is on the right at the bottom of the staircase.

6. Go down the stairs to the elevator at the bottom on sub one. Open the elevator and step inside. Read the following instructions before you press any switches:
   Press the “Door Open” button. Continue to hold it as you use the BAV 1 key to open the small door below the call buttons. Turn the key back to the vertical position after you have the door open and remove the key. There is a keyhole in the panel behind the door. Put the UTA key in the keyhole and turn the key 90 degrees to the right - - you will be turning toward the “ON” label.
   If you did not hold the “Door Open” button, you have just locked yourself in the elevator. If this happens, reinsert the key and turn it 90 degrees to the left. This turns the elevator back on. Keep the door open and turn the elevator off again.
   a. Turn the light switch to OFF.
   b. Re-lock the small panel door.

7. Check to be sure the Seminar Room door is locked and closed.
8. Go to the Sub one copy room and turn the copy machines off.
9. Turn off the lights on Sub one using the Hubbell key.
10. After making sure all the Sub one office doors are locked, return the keys to the desk in S110. Remember you have already locked this door so use Key #646743 to unlock it and re-lock it as you leave.
11. Meet the Circulation Desk assistant on Sub one by the Entrance gate and exit the building together.