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Nelson Poynter Library Closing Procedures

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Library Closing Procedures

Your cooperation is necessary to ensure the efficient and safe closing of the Library. The staff are required to follow a set of procedures to secure the building. The Service Desk clock displays the official time for the library. Other clocks and computers throughout the building may not be in synch with this clock. All library users must complete their business and exit by or before the closing time.

As a rule, the lights in the library are flashed at 30, 20, 10, and 5 minutes prior to closing.

All materials should be checked out before the 10 minute notice, at which time the Service Desk computers shut down.

Briefly:
- 20 minutes to closing – Security & staff perform floor counts & remind library users of closing.
- 15 minutes to closing - All room keys, laptops, Reserve items, and other circulating items must be returned to Service Desk.
- 10 - 15 minutes to closing – Entrance doors are locked. If you leave the library, you must plan to return to collect your items at least 20 minutes prior to closing to ensure re-admittance.
- 10 minutes to closing – Service Desk computers and the Self-checkout machine close down.
- 10 minutes to closing – Library users are asked to complete their tasks and prepare to leave the library.
- Exit doors are locked after the last user leaves.

If you are stranded at the library after closing hours, please call Campus Police. Library Staff are not responsible for library users who do not exit the building correctly.

If a library user refuses to leave in an orderly manner, University Police may be called.

Library hours are posted in the library and on the library web site. You may also call the service desk for information @ 727-873-4405.

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