

Opening Procedures Southwood Library

1. Enter library through staff entrance (back door) using the #12 key on the bottom lock.
2. Immediately go to the alarm panel between the librarian's office and the staff entrance and disarm the alarm. (see separate instructions)
3. Turn on the lights at the switches behind the custodial closet door, leaving taped and red switches alone. Turn on light over periodical area, and at stairwell.

Tasks Prior to Opening

- Take the key from the pin on the bulletin board in the staff kitchen and empty the back book drop at the top of the driveway.
- Gather book drop materials from front door alcove.
- Start staff terminals (see separate instructions).
- Check in both book drops with backdated check-in.
- Check for messages on lines 200 and 202 (see separate instructions).
- Unlock restrooms with keys kept in circulation desk, and turn on lights.
- Gather newspapers, stamp with Southwood stamp in center drawer of Reference desk, and put on the table in the periodical room. For Sunday *Los Angeles Times*, pull out *Magazine and Book Review*. Book Review goes on Reference Desk, Magazine in place along newspaper wall. Put old papers away.
- Open the safe in the library office (see separate instructions) and take cash box out to register.
- Start up register by turning the key to X1 and pressing CA/AT. Put cash in the drawer, and put the start-up receipt in the cash box. Put cash box underneath register, and close register drawer. Turn register key to REG.
- Turn on public terminals (see separate instructions).
- Set date stamps to correct due dates.

At Opening

- Unlock the patio entrance with the #18 key.
- Unlock the front door with the #12 key, and prop open the frosted alcove doors. Put the book drop pillows in the corner of the alcove. Turn on lights in the alcove
- If necessary, unlock the Gallery gate in the stairwell with the #8 key. Immediately disarm the Gallery alarm (see separate instructions). Unlock front Gallery gate to street level with #10 key. NOTE: The Gallery is to be unlocked only if a volunteer is present to sit with an exhibit or if it is needed for an event. The Gallery should be locked at all times that there is not someone on that level to monitor it.

Closing Instructions Southwood Library

At Dusk

- Turn on lights in hallway to history room and patio with switches in hallway.
Turn on porch light.
- Turn on light in staff kitchen with switch on far side of refrigerator.

At 15 Minutes to Closing

- Turn off two of the public terminals, unless they are in use (see separate instructions).
- Alert anyone in the Gallery and library of library closing.

At 10 Minutes to Closing

- Close any windows that have been opened during the day.
- Turn off public terminals.
- Turn cash register key to X1 and press CA/AT to run end-of-day receipt. Put cash and receipt in cash box and turn register off.
- Lock Gallery gate to street with #10 key, close glass doors to outside. Turn off Gallery lights (be sure wood dimmer switch is all the way down) and close glass doors. Close door to kitchen and stairwell. Check that back door is locked. Set Gallery alarm (see separate instructions) and lock the gate up the stairs with the #8 key.
- Turn off all the lights in restrooms, and check the restrooms. Lock restrooms with the keys, and put them in the circulation desk.
- Check silent study room. Turn off light switch at stairwell.

At Closing

1. Make sure building is clear of patrons.
 2. Lock patio entrance with #18 key and turn off hall lights and lights over periodical area. Leave patio lights on.
 3. Lock front door with #12 key, place pillows under book drop, turn off alcove lights, and leave porch light on. Close glass doors.
 4. Turn off staff terminals.
 5. Turn off lights at the switches behind the custodial closet, leaving red and taped switches alone.
 6. Put cash box in safe in staff room and lock safe.
 7. Set alarm at panel next to Librarian's office (see separate instructions) .
 8. Exit immediately through the back door and lock with #10 key. Leave kitchen light on.
- NOTE: Two staff members should always lock the library and leave together.

Instructions for the Safe Southwood Library

Safe is located in the staff room, just off the Local History Room

1. Turn safe dial to the left, slowly, several times
2. Turn dial left to
3. Turn dial right, passing twice and stopping on the third time
4. Turn dial left, passing once and stopping on the second time
5. Turn dial right to 0, stopping directly on it. Turn handle clockwise and open safe
NOTE: if safe does not open, turn dial several times to scramble combination and start again slowly
6. Remove metal cash box and take to register
7. To close safe at end of day, put cash box inside and close door
8. Turn dial several times, both directions to scramble combination again