

LOCK UP PROCEDURES

1. Turn lights out: multiple switches
 - ❖ Main lights (1)
 - ❖ Circulation desk (1)
 - ❖ Workroom (1)
 - ❖ Entrance to side door (1)
 - ❖ GALLERY across the hall(1-8)
 - ❖ BOOK VAULT (2)
 - ❖ It is **OK** to leave the computers, copiers, and printers on.
2. Make sure back door is locked.
3. Make sure the exhibit area is locked.
4. Lock front doors. If you don't have the key, call **DPS, x2222**. They will come and lock them.

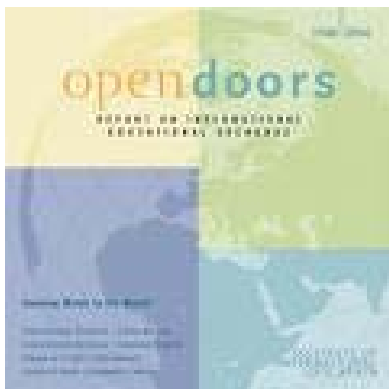


DO NOT LEAVE UNTIL ALL THE DOORS ARE LOCKED!

5. If the front door is already locked but doesn't shut properly, hold the bar down from the inside and pull the door shut.
6. Set alarm. It is only four numbers. You do not need to push any other buttons to activate the alarm. The work room door must be **SHUT** in order for the alarm to activate. If you can't remember the activation code, it is in the alarm notebook.
7. Make sure GALLERY lights are out and doors locked



OPENING PROCEDURES



1. After you unlock the **side door**, turn the unlock mechanism on the side of the door so it is unlocked.
2. Deactivate the **alarm** using the same code number you used to activate it. You do not need to push any extra buttons.
3. Unlock **front doors**.
4. Turn on all **lights** including the lights above the cases in the **book vault**.
5. Unlock **GALLERY**. Turn on the can lights using the round dimmer switches but not the track lighting.