

Thayer Public Library Hours and Closing Procedure

Thayer Public library is committed to providing sufficient staffing of the 32,000 square foot library facility in order to:

- Maintain a high level of quality of service to all patrons and
- Protect the personal safety of all Library patrons and Library staff

New Library closing procedures will be implemented to give patrons adequate advanced notification of when the building will close, and services curtailed. The closing procedure is meant to assure an orderly closing of the building for the safety of patrons and staff while providing patrons with time to conclude their activities, collect personal belongings, check out materials, and leave the premises in a timely manner.

The following guidelines are in force to support these objectives:

1. 30 minutes before the library closes, a public announcement is made to inform patrons that the library closing procedure begins in 15 minutes. Upper and Lower Levels close 15 minutes before closing time. Computers and copiers will be shut down and no new library cards will be issued after closing procedures have begun. If you need assistance or have questions, please see the staff at this time.
2. 15 minutes before closing a second public announcement is made to inform patrons that the library is closing, that the Upper Level and Lower Levels are now closed. Library cards will not be issued. Patrons should make final selections and check out materials, gather personal belongings, and proceed to the exit so the building may be secured.
3. Staff will walk the floor; remind patrons the library is closing, ask if they need assistance and dim the lights.
4. Five minutes before closing time a third announcement will be made to inform remaining patrons that the library is closing. Doors will be secured, and an announcement will be made that all library patrons need to exit the library building.
5. The front door and parking lot door will automatically lock no earlier than 8:55 PM (or five minutes before closing) and no new patrons will be let in.
6. Patrons need to exit the building by 8:55 (or five minutes before closing time).
7. After all patrons have left the building, staff will gather at the Circulation Department, dim the lights, finish closing procedures for the service desks.
8. The final announcement will be made at closing- The library is now closed.