

# SOP Template: Library Opening and Closing Procedures

This SOP details the **library opening and closing procedures**, including steps for unlocking and securing the facility, inspecting and preparing the library environment, managing electronic systems and equipment, ensuring safety and security protocols are followed, handling cash or transaction processes if applicable, conducting final checks before closing, and documenting any incidents or irregularities. The goal is to maintain a safe, organized, and efficient library operation for staff and patrons during all hours of service.

## 1. Opening Procedures

### 1. Arrival and Security Check

- Arrive at the designated time before opening hours.
- Visually inspect the exterior for signs of tampering or unauthorized access.

### 2. Unlocking the Facility

- Disarm the security alarm (if applicable).
- Unlock the main entrance and designated staff entrance.

### 3. Initial Walk-Through

- Check all internal areas for safety, cleanliness, and readiness.
- Report any maintenance issues or hazards to management.

### 4. Preparation of Library Environment

- Turn on interior lights and necessary heating/cooling systems.
- Ensure restrooms and public areas are stocked and clean.

### 5. Technology & Equipment

- Power on computers, self-checkout machines, and printers as needed.
- Confirm all public and staff workstations are operational.

### 6. Cash Handling (if applicable)

- Unlock and prepare cash registers or POS systems.
- Count and record starting cash balance as per policy.

### 7. Final Checks

- Unlock any restricted access areas as required.
- Open library to patrons at scheduled time.
- Log the opening time and staff involved.

## 2. Closing Procedures

### 1. Announcement

- Announce closing time to patrons at designated intervals prior to closing.

### 2. Secure Library Materials

- Ensure all returned materials are removed from return bins and processed.
- Shelf or secure valuable materials appropriately.

### 3. Technology & Equipment

- Shut down or lock public computers and equipment.
- Turn off or secure AV/projector systems as needed.

### 4. Cash Handling (if applicable)

- Balance cash drawer, record transactions, and secure funds according to policy.

### 5. Facility Walk-Through

- Check all rooms, restrooms, and common areas for remaining patrons.
- Turn off lights and equipment as appropriate.
- Secure windows and lock interior doors as required.

### 6. Locking and Alarm Systems

- Activate security alarm system if available.

- Lock all entrances and exits.

#### 7. Incident Reporting

- Document any notable incidents, maintenance needs, or irregularities in the log book or digital system.

#### 8. Final Departure

- Exit the building and ensure the premises are secure.
- Log the closing time and staff involved.

### 3. Safety and Security Protocols

- Always follow established check-in/check-out procedures for keys and security codes.
- Do not share security or alarm codes with unauthorized personnel.
- Address suspicious activity according to the emergency action plan.
- Maintain confidentiality in all incident reports.

### 4. Documentation

- Log all opening and closing times, including staff signatures or initials.
- Record all incidents and irregularities with date, time, and details.
- Report maintenance needs to the appropriate department.

**Note:** This SOP should be reviewed periodically and updated as needed to reflect changes in library policies, equipment, or facility layout.

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_