







Opening Procedure for Barrow Community Library

- **Unlock the chain lock and open both gates for entry to car park and rear of the library.**
- **Unlock and open the side door with the key.**
- **Use the fob to cancel the intruder alarm.**
- **Go to the rear emergency exit door, and unlock it by:**
 - **Unlock with the key provided next to the door**
 - **Press  on wall panel to set doors to manual or**
 - **Press  on wall panel to set door to automatic or**
 - **Press  on wall panel to set door to continuous open**
- **Make sure that all exit doors are clear of obstructions both internally and externally.**
- **Make sure all escape routes in the library are clear of obstructions.**
- **Put the kettle on!**
- **Turn on lights, open blinds and windows if necessary.**
- **Unlock all the counter drawers and place the cash drawer in the till.**
- **Switch “do not disturb” off on the telephone.**
- **Turn on the counter PCs, the public PCs and the Printer.**
- **Log onto the counter PCs according to your manual instructions.**
- **Log onto LMS via Workflows and use manual instructions to log in.**
- **Take the awareness book from the lockable drawer, leave on the back counter and read actions for the day.**
- **Empty the book drop and discharge the books (use common tasks – discharging book drop, and select the last date the library was open.**
- **Open the front doors at the library opening time:**
 - **Unlock with the key**
 - **Press  on wall panel to set doors to manual**
 - **Push the left hand door open and unlock the 2 bolts on the inside of the right hand door.**
 - **Press  on wall panel to set door to automatic or**
 - **Press  on wall panel to set door to continuous open**
 - **Switch on the library open sign**
- **Check and action the on-shelf items report (common tasks – on shelf items)**