

# Library Hours and Closing Procedures

## Academic Year (Fall & Spring semesters) Schedule

Monday - Thursday	8:30 a.m. - 7:00 p.m.
Friday	8:30 a.m. - 2:00 p.m.
Saturday	Closed
Sunday	Closed
Holidays	As posted

Please inquire at the Circulation Counter for summer, holiday, and intersession hours, or consult the Library homepage at:

<http://sjcc.edu/Library/library.html>

## Closing Procedures

In order to close down library operations in an efficient manner and to safeguard the well being of students and staff, the Library follows a set closing schedule. The cooperation of Library users is essential in this task.

- An announcement is made twenty minutes before closing time. Library users should complete their activities and gather their possessions so that they can exit the building by closing time.
- Group study rooms, and all other areas on the 3<sup>rd</sup> floor, must be vacated by fifteen (15) minutes before closing.
- Computer usage and photocopying activities must be completed by closing.
- The Circulation Counter begins its shutdown routine by five minutes before closing. Please complete all Circulation activities before this time. This includes:
  - Return of reserve materials;
  - Check-out of books, DVDs, etc. for home use;
  - Return of computer plaques.

**The Library terminates all services at closing time.**