

Haydenville Library – Procedures for use

Parking:

The Haydenville Library does not have its own dedicated parking. Parking is usually available in the Brassworks parking lot across the street.

Getting in:

The key to the front door must be picked up at Meekins Library ahead of time. Please make sure the door is locked when you leave.

Lights:

The indoor entry light is located high to the left of the doorway as you enter.

Sign in & record number of people attending:

Please fill in attendance form. You will find this on the desk.

Telephone:

Dial 99 to get an outside line, wait for dial tone, then dial number. The telephone may only be used for local calls.

Heating and cooling:

The **thermostat** is to the right of the entry to the storage and bathroom area. Please **turn the temperature down to 59-60 when you leave.**

Refreshments:

A coffee maker is available for use. You may bring snack food for your meetings, but please remove all food trash when you leave.

Furnishings:

Furniture may be rearranged, but please return everything to its original arrangement when you leave.

Cleaning up and leaving:

- Brooms can be found in the storage area leading to the bathroom. Other cleaning implements can be found in that area and under the sink.
- Wash the coffee-pot and unplug the coffee maker.
- **Lower the heat** to 59-60.
- Test the rear door (if it was used) to be sure it is locked.
- **Turn off** all lights.
- Take trash with you.
- Exit via the front door.
- **Lock the door when you leave, and test that it is locked by turning the knob and trying to open it. (The door may need to be slammed shut.)**
- Return the key to a staff person at Meekins Library.