

Instructions for Using Emergency Response Container Supplies

North State Cooperative Library System (NSCLS)

Updated 5/21/09

1. Call the library at 530.226.4117. After hours, call Campus Safety at 530.941.7592 to secure a key to the gate and to the container, if you don't have a key. (However you gain access to the container, let Campus Safety know that you have done so by calling them or stopping at their office.)
2. Open the door.
3. Find the list of supplies posted inside the door.
4. Find and remove the supplies that you need.
5. Note the date of your visit and mark the quantity you take.
6. Note the name of your library and responsible party on the inventory sheet.
7. Close and lock the door.
8. Return key to proper location.
9. Later: Send the marked inventory sheet to: NSCLS Headquarters 55 E Street Santa Rosa, CA 95404
10. Replace supplies used within 45 days from when they were taken.

Simpson University Start-Kilgour Library Hours

September - April

Monday – Thursday 7:30 a.m. – Midnight

Friday 7:30 a.m. – 6:00 p.m.

Saturday 9:00 a.m. – 5:00 p.m.

Sunday 6:00 p.m. – 10:00 p.m.

May - August

Monday – Thursday 7:30 a.m. – 9:00 p.m.

Friday 7:30 a.m. – 6:00 p.m.

Saturday 11:00 a.m. – 3:00 p.m.

Sunday **Closed**

Campus Safety has a person on duty 24/7 and has keys to the gate and the container.