

Instructions for 24/7 use of the Cleaves Law Library access card

Entry and exit from the building will require the use of an access card after 4:30 p.m. and before 7:00 a.m. on weekdays and all day for Saturdays, Sundays and holidays (unstaffed hours).

- If you entered the building during normal hours and stay after 4:30 p.m. please use your card to exit as though you came in during unoccupied hours.
- Always use the handicapped door at the Newbury Street entry to enter and exit. All other entrance/exit doors in the building are for emergency exit only. An alarm will sound if any of these doors are used for exit during unstaffed hours and you will be fined.
- Please do not attempt to enter any area except Cleaves Law Library, the public bathrooms, snack areas, telephones or hallways. The courts, offices, Deeds, Probate, etc. are all armed and will alarm if entered without proper authorization.
- When you leave do not block the doors open or stand in any doorway. Proceed through the doors quickly. If you have too many items to carry for one trip, then make several trips and use your card each time.
- Do not allow unauthorized people to enter or leave with you. This system is monitored by cameras and violators will have privileges revoked.

Instructions for entering and leaving the building:

Entering

1. Touch your card to the exterior reader on the right wall of the public entrance on Newbury Street. Enter your five-digit PIN number on the key pad and then press the “#” key. The small light on the reader will go from red to green and the outside door will open automatically.

Leaving

1. Use the same door to exit that you used to enter. The exit card reader is on the left side of the security office on the ground floor, attached on the wall to the right of the entrance/exit door. Touch your card to the reader. The small light on the reader will go from amber to green and the outside door will open automatically.

Instructions for entering and leaving the library

Entering

2. The card reader is on the left side of the main library door. Enter your five-digit PIN number on the key pad and then press the “#” key. The small light on the reader will go from red to green. Turn the knob and pull the door open. Do not prop the door open as this will set off the alarm; let it close automatically.

Leaving

3. To exit, push on the door bar and turn the knob at the same time.

If you have any questions please, contact the library at 773-9712 or info@cleaves.org. Improper use of your library access card may result in revocation of access privileges and a fine imposed.