

**Adopted and Revised June 15, 2016  
Policy 12.0**

## **SAFETY AND SECURITY**

**Library staff will be responsible for the security of the building at all times while on duty.**

**Present Security Staff, composed of two officers, will be responsible for the security of the following areas:**

- **Guard #1 will be stationed on 1<sup>st</sup> floor, 2<sup>nd</sup> Floor, Rotunda and Carnegie basement.**
- **Guard #2 will be stationed on 3<sup>rd</sup> floor and 3<sup>rd</sup> floor Carnegie Building.**
- **Guards # 1 & 2 will be responsible for 2<sup>nd</sup> Floor Carnegie Bldg when called.**

**Both guards will respond, as necessary, when summoned in an emergency. Guards leaving their assigned post will return to their assigned post as soon as the emergency is resolved.**

**Security staff will carry a 2-way radio at all times.**

**Guards will document their rounds in 30-minute intervals by signing a Report Log at the 2<sup>nd</sup> and 3<sup>rd</sup> floor Information desks. Staff will initial log for each guard signature.**

**At closing, security staff or staff on duty on that floor will check and lock meeting rooms and restrooms.**

**1<sup>st</sup> and 3<sup>rd</sup> floor staff and Security will share the responsibility to ensure that meeting rooms are locked when not in use.**

**A written report by Security Staff on duty or library staff, in the absence of security staff, is mandatory at all times when the police, Fire Department, or ambulance personnel are summoned to the library.**

**A copy of each month's schedule and staff phone numbers will be maintained on each floor.**

**Every staff member is required to provide a telephone number where they can be reached at all times.**

**Library staff is responsible to see that all equipment is turned off and that all patrons have exited the Library at closing.**

**At closing, the Security staff will submit a checklist that includes any observations that they may wish to make, e.g. the library experienced a high volume of patrons, etc.**

**Checklist shall be filed with Security Supervisor.**

**Lost or stolen articles will be reported to the Lending Services Department. The Lending Services Department is responsible for notifying Security Staff of said articles.**

**A log listing items turned into Lost and Found shall be kept and filed with the Security Supervisor.**

**The library will dispose of Lost and Found items after 30 days.**

**All subpoenas, certified or registered mail must be referred to the Library Director.**

**Only in case of an emergency will the security alarms at Information desks and in the Carnegie Building be used.**

**In the event of an emergency or threat, a call using a code will be made to the Lending Desk.**

**Unscheduled power or computer outages will be announced over the Library's public address system.**

**Motorized vehicles are limited to one at a time on floors two and three to allow for the safe evacuation from the library in the event of fire or other disaster.**

**In the event of a power outage, all patrons must exit the Library. The Library staff shall assemble in the rotunda to await further instructions.**

**A review of fire procedures, a fire drill, and instruction in the use of fire extinguishers shall be conducted for all staff annually.**

**A Security Register, documenting visitors and service personnel to all non-public areas, must be maintained in the Lending Services Department. The Security Register shall include date, the name of the vendor or company, time of arrival, reason for visit, time of departure, and initialed by the staff member.**

**Lending Services Department staff shall monitor the safety of incoming and outgoing mail, including parcels left for pickup and delivery.**

**Library Staff will not assume responsibility for watching or holding valuables for library patrons.**

**The Library Administrator will maintain a list of staff that is authorized to open and close the library.**

**Duplicate keys are kept under lock in the Library safe.**

**Staff should avoid confrontation with patrons. Security staff, or supervisory staff, must be allowed to intervene when an altercation occurs.**

**The Library Director will maintain an on-call security chain of command list of staff members responsible for after-hour security alarm calls.**