MALPASS LIBRARY USE OF PUBLIC ADDRESS SYSTEM POLICY

The public address system in Malpass Library is for internal use by Library Administration staff, Access Services staff, Computer Services staff and Emergency Response Team members of the Library and University.

POLICY

• The Malpass Library Staff will use the public address system for the purpose of announcing the closing of the building, return of overdue reserve material, and for the paging of users when an emergency situation is evident.

• Staff will inform users that the library does not page individuals in non-emergency situations.

• If there is a request for a public address and an emergency situation is not evident, staff will indicate to the requester that they may contact the Office of Public Safety at 298-1949. It will be up to the judgment of the Office of Public Safety to assess the situation and if warranted to notify the library to make a public address.

Reviewed 8/20/09, revised 7/26/2012
Approved by Dean of University Libraries