UNAUTHORIZED PERSON(S) IN STAFF AREAS POLICY

A staff area is a working area for university personnel and student employees for the library. Areas may be designated by signs, desks, doors, or other furniture.

SCOPE
This policy is intended to ensure proper procedures for handling unauthorized persons in staff areas.

• Approach unauthorized person(s), identify yourself as library staff member and obtain reason for their presence in an unauthorized area. Ask them to leave the area and relocate to a public use area.
• If the library user is uncooperative, obtain support from Library Administration, 298-2764, (or the Access Services Supervisor, 298-2705, during night and weekend hours). Ask the user to show some identification. Tell the library user that continuing this behavior may result in a loss of library privileges. The user may appeal this decision to Library Administration. If users refuse to relocate or leave the building, call the Office of Public Safety at 298-1949.

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Approved by Dean of University Libraries