University Libraries Protocol
Unauthorized Person(s) in Staff Areas

Purpose

Staff areas in the library are restricted to university personnel only. This policy provides the guidelines and opportunities for the safety and security of library personnel, library users, and the building when unauthorized persons are in restricted areas.

Definition

A staff area is a working area for university personnel only. Areas may be designated by signs, desks, doors, or other furniture.

Scope

University Libraries is committed to providing safe and secure areas. This policy is intended to ensure proper procedures for handling unauthorized persons in staff areas.

This protocol should be followed unless the staff feels there is a threat to the safety of other staff, customers or the library.

1. Approach unauthorized person(s) and obtain reason for their presence in an unauthorized area. Ask them to leave the area and relocate to a public use area.
2. If uncooperative, contact Access Services for assistance at 298-2705.
3. If users are still uncooperative, ask the person(s) to leave the library and contact Library Administration at 298-2749.
4. If users refuse to relocate or leave the building, call Public Safety at 298-1949

Review

This document will be reviewed by staff on an annual basis.

Approved/Signature

Tuesday, March 9th 2010

Reviewed: 3/9/10