

SECURITY, EMERGENCIES, AND TOURS OF THE LIBRARY

SECURITY

Lost and Found

University of South Alabama
University Libraries
Mobil, Alabama

Lost and Found

Items found and turned in at the Circulation Desk are kept there approximately until the end of each academic term. USA Picture IDs are ultimately forwarded to USA Student Services, Room 110 in the Student Center. When identification permits, we try to contact owners concerning recovered items.

University of Texas at Arlington
University Libraries
Arlington, Texas

UTA Libraries Lost & Found

Each UTA Library has a Circulation Desk repository for lost and found items. Inexpensive, replaceable articles are retained for approximately two weeks, then passed along to a charitable organization, recycled, or discarded. Campus Police are called immediately for pick-up of valuable items found in the libraries. Items sent to Campus Police can be claimed at the Campus Police Office, 700 South Davis Street. Please do not leave personal items, materials checked out to you, or private information left lying unattended in the libraries. It is also advisable to have possessions marked with your name and phone number in case of loss.

Unattended Student Belongings

University of Illinois at Urbana-Champaign
University Library
Urbana, Illinois

Personal Property

Theft is an unfortunate reality in the Library. Please take every precaution to ensure the security of your personal belongings, especially that of purses, wallets, backpacks, books, portable computers, and other electronic devices. In addition, sleeping in the Library increases the potential for theft of personal belongings. For this reason, library staff will wake sleeping persons.

The University Library has no facilities to store personal property, and will not under any circumstances take responsibility for theft, damage, or loss of property.

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University of Scranton
Weinberg Memorial Library
Scranton, Pennsylvania

The University of Scranton's Web site is changing, and policies will be separated from information on the updated sites.

Security Warning

Please, do not, under any circumstances, leave our laptops or your valuables unattended. You are responsible for the laptop and peripherals charged out to you. The Library is not responsible for its loss or the loss of your personal possessions if they are left unattended.

Parking Passes

Florida Atlantic University
S.E. Wimbrely Library
Boca Raton, Florida

Volunteer/Vendor

Parking Spaces were constructed using money donated by the Friends of the Libraries, and are exclusively for the use of regular, long-term library volunteers for whom parking elsewhere on campus would be a physical hardship due to age or infirmity. Parking spaces are also reserved for vendors who must make short service visits or bring heavy parts and equipment into the Wimbrely Library building.

Parking stickers will be available for those volunteers with no other affiliation with FAU. A volunteer who is an able-bodied staff member, faculty member or student, may use their normal FAU student/faculty staff parking privileges. They will not be issued a volunteer hang-tag for parking.

Drake University
Cowles Library
Des Moines, Iowa

Parking passes for the Olmsted Lot (approximately a block west of the library) can be purchased by the event's organizers in advanced from the Olmsted Parking Lot Supervisor (271-4046). Street parking is also available. The day of the week, time of day and part of the year makes a difference on how much street parking is accessible.

EMERGENCIES

General Guidelines

University of Indianapolis
Krannert Memorial Library
Indianapolis, Indiana

Security Gates, Theft, False Alarms

All non-Information Services staff entering into the library are required to exit through either the security gate at the Circulation Desk or the gate into Media Services.

The security gates sound an alarm if an item owned by the library is carried through it. At the Circ. Desk a sign is clearly posted in front of the exit pathway telling patrons to "Please present all library materials" to the staff person at the Circulation Desk; this procedure permits staff to pass the item(s) around the security gate and avoid setting off the alarm. At the Media Services gate, a sign warns patrons not to take library materials through the gate.

Note: Occasionally, the alarms are triggered by items other than library materials, including books from other libraries, tagged items from commercial establishments, certain beepers, or certain types of ID

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cards. Computers, cell phones, and other electronic devices will not set off the alarms, and the security system will not damage photographic film or digital data storage devices. Because staff cannot know whether the alarm is from library materials or one of these other reasons, any alarm is handled in the same way.

If the gate into Media Services sounds, Circ. Desk staff ensure that the person returns into the library; if the Circ. Desk alarm sounds, library staff working at the Circ. Desk act according to the following procedures:

Ask the patron to return to the desk (on the exit side of the gate).

If the patron fails to comply, again ask the patron to return to the desk. If the patron persists in exiting or refuses to return to the desk, call Campus Police immediately to report a possible theft of library materials is in progress.

Ask the patron if he/she has any library materials on his/her person or in a carried container or bag. If so, make sure that they have been checked out by looking at their due dates and keep them on the exit side of the gate. Ask the patron to pick up all other items he/she has and walk back through the gate to be sure that the library materials already presented were the only ones setting off the alarm. If the alarm does not sound, permit him/her to recover all materials and exit. If the alarm does again sound, follow the next procedures:

- a. If the patron states that he/she has no library materials, ask him/her to remove all items from his/her bag and, assuming none are library materials, ask him/her to carry the bag through the gate again to ensure that something previously removed was setting off the alarm. If this is the case, explain that sometimes the system picks up a non-library item, apologize for the inconvenience, and allow the patron to exit.
- b. If the patron should refuse to empty his/her bag or to permit a staff person to do so, warn him/her that you will have to call Campus Police to resolve the matter. If the patron still refuses, call Campus Police and let them handle it.
- c. If a search of a patron's belongings reveals unchecked-out library materials, and the person claims it is a mistake or oversight, a judgment must be made whether the person is telling the truth. If you deem so, ask him/her to return to the other side of the Circulation Desk and properly check out the item(s). If the patron admits an attempt to steal or otherwise seems very suspicious, ask the person for his/her U of I identification card and use it to fill out a Security Incident Form which is forwarded to the Office of Student Services for processing.

Attitude and Enforcement

Any person who sets off a security alarm is likely to be embarrassed or upset which may result in inappropriate defensive actions and/or words. It is important that library staff maintain composure and not argue with patrons but, instead, focus on implementing the above described procedures.

Staff should keep voices calm and low in volume to minimize the levels of concern and to avoid making the incident into a public scene. It may be helpful to point out to the patron the sign asking for all library materials to be presented.

Emergency Alarms

If an alarm sounds for the emergency exit door in the basement, first floor west end, or second floor into Sease Wing, an attempt will be made to catch the person violating the door and to ask them to return to the library and exit properly through the front door; an explanation of their violation of the door will be provided; if it appears likely that the person has attempted a theft or other unlawful activity, Campus Police are called.

If the weather emergency radio sounds, staff will listen to ascertain whether there is a true emergency; if so, an evacuation of all staff and patrons to the basement is initiated using the intercom and rounding

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up people by foot—all persons in the library must either comply with the evacuation to basement order or leave the building at their own risk.

If the building fire alarm sounds, everyone in the building will automatically be evacuated outside through use of the intercom and by foot; do not use the elevator; staff and patrons are required to stay out of the building until the “all clear” signal is given by fire department personnel or university administrators.

Emergency Closings

University at Buffalo SUNY
University at Buffalo Libraries
Buffalo, New York

James A. Willis, Interim Executive Vice President for Finance and Operations, has issued a revised memo (November 30, 2005) concerning “changes in scheduled operations,” including closings, class cancellations, and early departures for the University. Announcements regarding a change in scheduled operations will be made on:

- WBFO-FM 88.7, the official UB information station
- www.buffalo.edu/aboutmyub/, MyUB, a Web-based personal portal
- 645–NEWS (645-6397), the UB information line local broadcast media.

If an announcement is made that UB is making a change in scheduled operations, obviously the Libraries will follow suit. Such announcements will be posted on the staffWEB at <http://libweb.lib.buffalo.edu/sw> and issued via email to UBLIB-L.

As University policy indicates, even though the University may be closed, no one who chooses to report to work and is able to do so will be deprived of that opportunity. Arrangements have been made for those library staff who wish to report to work, to do so either at the Health Sciences Library in Abbott Hall on the South Campus or at the Undergraduate Library in Capen Hall on the North Campus.

However, rather than assign the responsibility for opening those facilities to individuals who may be unable to reach them, we have again secured the cooperation of the University Police. Those procedures require that you contact University Police informing them of your estimated time of arrival and at which library; prior notice is essential. University Police will open the facility for you, if it is not already opened at the time you call. Near the end of your work day, you must contact University Police again to arrange for them to close the library upon your departure.

According to State policy, should you not report for work, your absence will be charged to accrued credits for personal leave, vacation, or compensatory time. If you do not have sufficient credits, you may borrow from future accruals. Also, you may take a day without pay if you wish.

If you do report to work only to find your own library closed because the University is closed, you have the following options:

- call University Police to open either the Health Sciences Library or the Undergraduate Library to provide you with an alternate work site
- or return home and charge your absence to appropriate accruals
- or take leave without pay.

On days on which the University Libraries are opened and then subsequently close, you are not required to leave at that moment; you may leave then or any time thereafter. If you leave early, you should charge the remaining time to appropriate leave credits.

Please note that these procedures do not apply to student assistants. Unit directors should alert student employees of the need to determine whether the University is closed before reporting for work; student employees cannot be paid for lost time. Of course, they are welcome to any shelter the library or the University can provide, but once the University is closed, student employees are ineligible for payment.

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Wilkes University
University Libraries
Wilkes-Barre, Pennsylvania

Emergency Closings

At times, emergencies such as severe weather, fires, power failures or floods can disrupt the institution's operations. In extreme cases, these circumstances may require the closing or delay the opening of Wilkes University. In the event that such an emergency occurs during non-working hours, this information will be disseminated on campus and to the local radio and television stations who will be asked to broadcast notification of the closing. Employees may also contact 408-SNOW or the Wilkes University Service Center, 408-2FIX for University closing or delayed opening information.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. An employee who is on an authorized leave of absence such as disability or FMLA leave will remain on such leave.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. An employee may request available paid leave time such as unused personal or vacation leave. An employee must report off work on or before the official start of the employee's shift and notify the supervisor to assess the time off as either personal or vacation leave.

Some essential services and functions must remain in operation regardless of Wilkes University closing conditions. Employees in "essential" operations may be asked to work on a day when operations are officially closed. Certain "essential" personnel may be required to report earlier than their designated shift. Media announcements will indicate the need for "essential" personnel to come to work. In these circumstances, exempt and non-exempt employees who work will receive double time for the hours worked. The following is a list of positions/departments that have been officially designated as "essential" for operational purposes:

- Public Safety Officers
- Service Center Personnel
- Residence Life Director (when classes are in session)
- Health Services Personnel (when classes are in session)
- Payroll Personnel
- Facilities Personnel
- Technology Personnel
- Library Personnel (when classes are in session)
- Any other positions as designated by the University

Each employee is expected to use discretion in determining if travel is safe and plan accordingly. If the University remains open during certain conditions, and the employee determines that it is too dangerous to come to campus or remain on campus, they are expected to notify the supervisor of their intentions as soon as possible. The employee may opt not to be paid for missed time or may elect to use available vacation or personal leave time.

TOURS

Library Tours

University of California Berkeley
University of California Berkeley Libraries
Berkeley, California

Library Tours

Many libraries offer tours of their buildings and collections at the beginning of each semester, and some offer tours throughout the year. Tours of the Doe/Moffitt Libraries begin in the north lobby of Doe

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Library (floor 1) at 10 a.m. on the first Tuesday of each month and at 2 p.m. on other Tuesdays. A comprehensive list of library tours is available on the Library's Web site. Visitor Services provides information and assistance for your visit to the campus.

University of Texas at El Paso
University Libraries
El Paso, Texas

Tours

Teachers, parents and community organizations may bring student or other groups to the Library for a tour under the following conditions:

All tours must be scheduled and approved by the staff of the Reference Department, libraryref@utep.edu, or call 747-5643. Staff may not be available to conduct tours for groups that arrive without making the prior arrangements. Groups without reservations may be asked to leave the building.

The UTEP Library is a place for quiet study. It is disruptive and generally inappropriate to bring large numbers of pre-school or grade school children to the Library during the school semester. Therefore, the preferred time for these tours is during intersession. Tours should be scheduled at least two weeks in advance to ensure proper scheduling. The maximum suggested size for a tour group is 25. Groups of young children should have a ratio of one adult for every 8 children.

No tours will be given during the week prior to finals, or finals week.

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FORMS

Library Incident Form

Princeton University
Princeton University Library
Princeton, New Jersey

PRINCETON UNIVERSITY
LIBRARY INCIDENT REPORT

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Nature of Incident:

- | | |
|---|---|
| <input type="checkbox"/> Building Problem | <input type="checkbox"/> Computer |
| <input type="checkbox"/> Heating/Cooling | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Harassment |
| <input type="checkbox"/> Flood/Water Leak | <input type="checkbox"/> Accident/Illness |
| <input type="checkbox"/> Suspicious Odor | <input type="checkbox"/> Problem Patron |
| <input type="checkbox"/> Pest Control | <input type="checkbox"/> Patron Complaint |
| <input type="checkbox"/> Carrel | <input type="checkbox"/> Vandalism/Damage |
| <input type="checkbox"/> Door/Fire Alarm | <input type="checkbox"/> Other: _____ |

Incident Description

Action Taken:

- ☐ Public Safety Notified (x8-3134)
- ☐ Library Security Notified (x8-3221)
- ☐ Custodians Notified (x8-3226)
- ☐ Maintenance Notified (x8-6691)
- ☐ Systems Office Notified (x8-5580)
- ☐ Preservation Notified (x8-5591 or 8-2451)
- ☐ Paged
- ☐ Other: _____

Person Reporting: _____

COMPLETED REPORT SHOULD BE SENT TO DOTTIE PEARSON, FIRESTONE LIBRARY