

## **CHARLTON PUBLIC LIBRARY STAFF SAFETY POLICY**

It is the policy of the Board of Trustees of the Charlton Public Library (“Board”) to have two staff members on each circulation floor in the Library building during open hours. Only one such staff member may be a minor.

A staff member finding that she/he is alone should call the Director or Assistant Director immediately. If neither the Director nor any staff member can cover the scheduled times, a floor of the library will be closed.

*Approved by the Board of Library Trustees on March 31, 2004  
Amended by the Board of Library Trustees on January 18, 2007  
Amended by the Board of Library Trustees on June 19, 2008  
Amended by the Board of Library Trustees on October 15, 2015  
Amended by the Board of Library Trustees on January 19, 2023*