



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: **700 – 004**

GROUP: **OTHER POLICIES**

TITLE: **Staff in Library Security Policy**

The library shall be staffed with at least three people during normal hours of operation.

At closing time, the below guidelines will be followed:

1. In the event groups are still using meeting room space, ask the group to leave by the library closing time.
2. There are panic buttons placed in each department throughout the building. Know where they are located. If a situation arises where it is necessary to deploy the alarm, press the panic button and hold for three seconds until the light comes on. Each alarm has a building location associated with it so when emergency services arrive on scene, they will know the location of the potential problem.
3. To secure the building, staff should work together to complete the “Closing Checklist” no earlier than 10 minutes before closing. Once completed, the senior staff member should date, initial and file the Checklist in the staff area.
4. If it is necessary to have staff stay in the building after the library is closed to the public, at least two staff members should stay until the last patron(s) leave. The library will pay for extra time worked.
5. If deemed appropriate by the senior staff member, call the Milford Police Department and ask to have an officer come by until the building is secured and staff members are in their vehicles.
6. If a staff member is to remain in the building after the library has closed, the “Closing Checklist” should be completed before other staff leave the building to ensure the facility is secured. Any staff members in the building alone at any time should always take proper safety precautions: know the location of the panic buttons and contact the Police Department if appropriate.

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