

Malpass Library Loading Dock Security Policy

Purpose

University Libraries is committed to maintaining a secure study environment.

Definition

The Loading Dock is a point of access to Malpass Library for deliveries and authorized personnel, which includes Campus Security personnel and maintenance staff. It is located on the northern side of the building facing Stipes Hall. The Loading Dock includes the parking immediately surrounding the area and where deliveries are made.

Scope

The Malpass Library at Western Illinois University provides a facility for students to engage in learning activities while making staff and user security a priority. This policy is intended to ensure the Loading Dock entrance is secure. The policy seeks to provide the best possible security measures for the Library and its users.

Policy

1. The Loading Dock operating hours are 7:45 a.m. to 4:30 p.m. Monday through Friday. The doors will be locked at 4:30 p.m.
2. Student assistants, staff, and users are prohibited from using the Loading Dock as an entrance or exit point except in the case of an emergency. In cases of emergency, the Loading Dock becomes an exit.
3. Delivery personnel will only be admitted by appropriate staff.
4. In the event of the delivery of Gifts in Kind and other materials to the Loading Dock, the Acquisitions/Cataloging (Acq/Cat) staff must be notified before their arrival.
5. Staff using the dumpsters for disposal of materials may use the Loading Dock doors, but must take strict care to secure them up afterwards.
6. Parking is limited to authorized personnel.

Review

This document will be reviewed by staff on a yearly basis.



Wednesday, March 4th 2009

Approved/Signature

Date