

Malpass Library Use of Public Address System Policy

Purpose

University Libraries will use the public address system in the library for internal use. This policy provides information regarding the use of the Public Address System.

Definition

Administration staff, Access Services staff, Computer Services staff and Emergency Response Team members will be allowed to make public address announcements. The system will be used in emergency situations or necessary daily activities of the Access Services Unit.

Scope

The public address system is to be used for internal announcements. This policy will describe the type of announcements to be used when approved by members mentioned in the definition.

Policy

- The Malpass Library Staff will use the public address system for the purpose of announcing the closing of the building, return of overdue reserve material, and for the paging of users when an emergency situation is evident.
- Staff will inform users that the library does not page individuals in non-emergency situations.
- If there is a request for a public address and an emergency situation is not evident, staff will indicate to the requester that they may contact the Office of Public Safety at 298-1949. It will be up to the judgment of the Office of Public Safety to assess the situation and if warranted to notify the library to make a public address.

Review

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



Thursday, August 20th 2009

Approved/Signature

Date