

# UNAUTHORIZED PERSON(S) IN STAFF AREAS POLICY

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## PURPOSE

Staff areas in the library are restricted to university personnel only. This policy provides the guidelines and opportunities for the safety and security of library personnel, library users, and the building when unauthorized persons are in restricted areas.

## DEFINITION

A staff area is a working area for university personnel only. Areas may be designated by signs, desks, doors, or other furniture.

## SCOPE

University Libraries is committed to providing safe and secure areas. This policy is intended to ensure proper procedures for handling unauthorized persons in staff areas.

- Approach unauthorized person(s), identify yourself as library staff member and obtain reason for their presence in an unauthorized area. Ask them to leave the area and relocate to a public use area.
- If the library user is uncooperative, obtain support from Library Administration, 298-2764, (or the Access Services Supervisor, 298-2705, during night and weekend hours). Ask the user to show some identification. Tell the library user that continuing this behavior may result in a loss of library privileges. The user may appeal this decision to Library Administration. If users refuse to relocate or leave the building, call the Office of Public Safety at 298-1949.

## REVIEW

This document will be reviewed by Library Administration on an annual basis.



Thursday, January 27, 2011

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Approved/Signature

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Date

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Reviewed: 1/11