

Security Procedures

A. Staffing Guidelines

1. All open hours will be staffed by two individuals. At least one must be a paid employee.
2. At the end of each shift, any monies collected or donated will be reconciled via the cash register system software (QuickBooks) and counted by a staff member on duty and secured in a locked area.
3. Staff members should secure their personal belongings.
4. The front desk area should be monitored by a staff member during open hours.
5. Only authorized library personnel (staff, board members, and volunteers) are to be in the office and storage areas. Anyone else must have a staff member present if in these areas.
6. As soon as any property of the library, staff, patrons, or volunteers is discovered missing, the senior staff person on duty is to make a written record of the event and notify the Director and the President of the Board immediately.

B. Keys

1. All designated alarm responders, the Board President and CFO, the Buildings and Grounds chairperson, the bookkeeper, the Galway Volunteer Fire Company, the SALS delivery person, and permanent staff required to open or close the Library will be given a key and an individual alarm code. This key and code are not to be shared with any other person at any time. A lost key must be reported to the Director immediately.
2. Additional keys and codes may be issued for special projects and programs. This key and code must be promptly relinquished whenever the task is finished. The key and code are not to be shared with any other person at any time.

C. Alarm System Procedures

In the event of the alarm being activated:

1. Wait for police or fire department personnel to arrive.
2. Open door and enter.
3. Turn off alarm.
4. Call the alarm company.
5. Inspect the building for the cause of the alarm.
6. If secure, reset the alarm and leave.
7. Notify the Director and the President of the Board within 24 hours.

D. Emergencies

The staff and Library Board shall be alert to any unsafe conditions and take immediate action to correct any that are found.

In an emergency condition, the person in charge is the library board member, staff member, or the senior person in charge of any given program at the Library, including volunteers. Any staff person or in-charge volunteer who becomes aware of any emergency situation shall:

1. Eliminate the dangerous situation, if possible.
2. Call 911 and report problem, if necessary.
3. Remove all patrons and volunteers if necessary, turn off all lights, and close doors *after being certain that no one is remaining in the building.*
4. If there is no power in the building, the library will close.
5. Contact a member of the Board to notify them of the problem.

E. Vandalism

Any vandalism shall be reported immediately as discovered to the Director or to a member of the Library Board. The Director shall see that the matter is corrected (e.g.: broken window) and report the matter to the local authorities and the President of the Library Board.

Adopted 4/17/13. Revised 4/13/99, 4/17/13, 9/21/22, and 2/15/23.