

# ***Warren-Newport Public Library District*** **Staff Manual**

## ***514 Visitors in the Workplace***

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To provide for the safety and security of patrons, employees, and the facilities at the Warren-Newport Public Library District (WNPLD), only authorized visitors are allowed in the staff-only areas. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter WNPLD at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed in staff-only areas of the library, employees should direct the individual to a public area and immediately notify their supervisor or a security monitor. If a dangerous situation occurs, employees should immediately dial 911 and tell their supervisor or a security monitor.