

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

710 Security Inspections

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The Warren-Newport Public Library District (WNPLD) wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, WNPLD prohibits the possession, transfer, sale, or use of such materials on its premises. WNPLD requires the cooperation of all employees in administering this policy.

Desks, lockers, electronic equipment including computers, and other storage devices may be provided for the convenience of employees but remain the sole property of WNPLD. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of WNPLD at any time, either with or without prior notice.