



Staff Areas and Library Offices Policy

The Staff Areas and Library offices are secure areas of the library defined as:

The second floor offices located immediately beyond the second floor bathrooms and the staff areas behind the Circulation Desk, the Reference Desk and The Children's Desk.

No members of the public are permitted in staff areas with the exclusion of current Trustees, Volunteers with supervision from library personnel (who must be signed into the Volunteer Log at the Circulation Desk) and Friends of the Library likewise accompanied by Library Personnel. Unaccompanied contractors (plumbers, electricians, fire inspectors, etc.) are not permitted in staff areas. The contracted cleaners would be the only exception to this policy.

Staff members' friends, former trustees and former employees are not permitted in these areas.