



AVONDALE COLLEGE LIBRARY

Library Security Policy and Procedures

Policy Statement

The Avondale Library is committed to providing a safe and secure environment for all library users, resources and equipment.

Purpose of the Policy

This policy has been developed to establish strategies to ensure that library security is managed appropriately and efficiently at all times, that persons within the building can feel safe and secure, and that library buildings, facilities, and resources are held in a secure manner.

Scope

The Library Security Policy applies to all persons, resources and facilities within the Avondale Library building,

Resources

Avondale Library. *Code of Conduct for Library Users*
Avondale Library. *Emergency Procedures Manual*, 2005, updated 2008.

Definitions

For the purpose of this policy the following definitions apply:

- *Library Staff* – any person currently employed by Avondale College to work in the Avondale Library.
- *Building staff* – other Avondale College staff who work within the Library building.
- *Child/ren* – people under the age of 18 who are not enrolled as students of Avondale College
- *Parent/carer* – includes the legal guardian of the child and an adult who has been delegated responsibility for the child by its parent or legal guardian.
- *Security Alarm System* – The Library has its own internal security alarm system.
- *Security Officers* – Security staff employed by Avondale College to provide campus security.

Background

Due to the large number of staff, students and contractors working within the Library and requiring access to various sections of the building, the need to outline the Library's approach to security is essential.

Students, staff and visitors should feel safe from attack, injury and loss of personal property when using the Library's facilities, resources and services. Library staff need to understand and uphold internal library security and OH&S legislation and procedures.

Specifications/Procedures

Personnel

Children

Children, with the exception of year 11 and 12 students, are not permitted in the Library unless accompanied by a parent or carer. The responsibility for the safety and behaviour of children rests with the accompanying adult. Library staff will not take responsibility for the supervision of unattended children.

Year 11 and 12 students are welcome in the Library and may use its resources for study purposes. They should carry their student cards or some other form of identification and be able to produce them if requested by a Library staff member or College Security Officer.

Emergency Procedures

The personal safety of all persons within the Library building is paramount. Refer to the *Emergency Procedures Manual* for information about how to deal with typical emergencies.

Reporting a private property theft

Any person who has suffered a theft of private property within the Library building needs to immediately –

- Check with the staff member on duty who is responsible for that area of the building.
- Check with the Library Loans Desk staff member and the Lost Property Office on campus in case the property has been found
- Report the theft in person to the Morisset Police Station if appropriate.

Reporting an armed hold-up

Personal safety is paramount. No attempt should be made to confront the offender.

After the offender has departed immediately call the police on 0 000, complete an *Armed Hold-up Emergency Procedures* form, and follow the instructions on the form.

Note: Blank *Armed Hold-up Emergency Procedures* forms are available in the *Emergency Procedures Manual*.

Reporting an incident and/or attack on personnel

1. Incidents and attacks on personnel should be reported at the earliest possible time to the Head Librarian or Security Officer/s on duty (after hours).
2. Medical attention should be sought if appropriate.
3. An *OHS Accident/Incident Report Form* must be completed as soon as is practicable.
Note: All reports must be treated confidentially; Blank *OHS Accident/Incident Report Forms* are located in the *Emergency Procedures Manual*.
4. As soon as is possible the *OHS Accident/Incident Report Form* must be processed as per the instructions on the form.

Identification

Library staff will wear their Library name tag for security reasons when on duty and carry their College ID card and keys with them at all times. Student Assistants on evening shifts should also wear the Library Student Worker Access Card.

Lost and found items

Library patrons should not leave their personal belongings unattended.

Items found in the Library will be treated as lost property and delivered to the College Lost Property Office.

Item/s of a suspicious nature will be reported to Security to inspect and remove if appropriate.

Security escort

College Security Officers will:

- attend the Library at late night closing time and escort Library staff to their vehicles or the residences
- provide additional security patrols when student assistants are working without a duty Librarian at night.

Unauthorised persons

No persons other than Library building staff, security officers, authorised contractors, or IT staff undertaking relevant work are permitted behind the Loans/Information Desk, or in other secure areas of the Library building.

Building

Security

Library Staff - are responsible for the security of:

- Main library building
- White Building southern external perimeter doors adjacent to the Library
- White 6 Computer Lab

If the building must be vacated for a period of time and it is deemed appropriate, all outer doors and windows must be secured to ensure no one re-enters the building until the emergency is over.

Building Staff - are responsible for the security of the area/s under their control. This extends to:

- Ensuring that doors are locked when rooms are unattended
- Ensuring that doors are locked and lights are turned off outside of normal business/working hours
- Establishing systems to preserve security of personnel and property during normal working hours
- Authorising after-hours access only to their specific work area

College Security Officers - are responsible for random patrols of buildings to check external doors, windows and the alarm system.

Opening and closing the Library

The Library building may only be opened and closed by Library staff members according to published opening hours.

The opening of other departments housed in the Library building is the responsibility of the appropriate departmental personnel and should only be open during regular Library opening hours.

Library alarm system

Arming and disarming the Library alarm system is restricted to Library building staff, and authorised personnel who have been provided with relevant security details. Details of opening and closing times should be logged on the record sheets at the Information Desk.

Access – Using keys

Library building keys are not transferable.

Non-building staff requiring keys must apply to the Head Librarian in writing.

Postgraduate students requiring the use of lockable study carrels should contact the Circulation Librarian.

Lost or misplaced keys must be reported to the Head Librarian and College Receptionist. A fine will apply.

Access – Using a College ID card

Access to electronically secured Library doors is available to authorised personnel using their College ID cards that have been activated by the Head Librarian. College ID cards are not transferable and must be produced if requested by a College Security Officer or Building Staff member.

All authorized College ID card access to the Library must be recorded in the College's GE Security database.

Access - After hours access

Library Building Staff and other authorised College personnel entering the Library building after hours are responsible for ensuring that the building is secure at all times.

AV students, cleaners and PA workers requiring after hours access must apply through their respective lecturers/supervisors to the Head Librarian.

Access activated College ID cards must be carried at all times and produced if requested to by a College security officer or building staff member.

Other persons requiring access after hours must apply to the Head Librarian in writing.

Security gates

The Library entrance/exit security gate must be operational and active at all times.

If this alarm sounds, it is the responsibility of the duty librarian to check the items and/or bags of all patrons exiting the Library.

Fire alarm

If this alarm sounds, it is the responsibility of the duty librarian to act as Chief Warden and instigate Emergency Evacuation Procedures immediately. Refer to the *Emergency Procedures Manual*.

Alarmed door (Level 3)

If this alarm sounds, it is the responsibility of the duty librarian to immediately check the reason for this alarm being activated

Any person/s who wilfully opens this door must be reported to the Head Librarian for further action.

Disabled toilet (Level 1, AV Corridor)

If this alarm sounds, it is the responsibility of the duty librarian to immediately check the disabled toilet and assist the occupant or seek additional assistance as is deemed appropriate.

Lift emergency alarm

If this alarm sounds, it is the responsibility of the duty librarian to immediately check the lift and assure the occupant/s that their situation is being attended to.

Note: In case of emergency, the occupant is required to press the lift emergency alarm for 5 seconds and inform the operator that they are in Lift No 1 at Avondale College Library, Freeman's Drive, Cooranbong.

Library staff should continue to monitor and assure the occupant/s until lift maintenance personnel can free the trapped person/s.

Library Resources

Security of library materials and AV equipment

Patrons wishing to borrow library materials and AV equipment must show their current College ID card or Avondale Library borrower card (alumni, community, visitor) before a transaction can be processed.

Library staff are responsible for sensitising and desensitising library materials and AV equipment using the security device at the Loans Desk.

Remote controls for the lecture theatres

It is the responsibility of the Loans Desk staff to check in/out Lecture Theatre Remote Controls to lecturers (or their representatives) for the duration of the class period.

Loss/damage of library materials and/or AV equipment

Students or staff members who lose or damage library materials and/or AV equipment will be charged replacement and processing fees.

Theft of library property

1. If a staff member suspects that a theft of Library property has occurred, he/she must immediately report the suspected theft to the duty librarian.
2. If after investigation the loss of the property is confirmed, the duty librarian must report the matter to the
Head Librarian
Security officer on duty (after hours only)
Morisset Police
3. The library staff member must then complete a *Loss Notification* form and forward a copy to the Vice-President (Finance).

Note: Loss Notifications forms are available from:
http://spd.adventist.org.au/corporate_services/risk_management/forms.

Library Data

Information protection

No persons other than Library staff are permitted to access the administrative modules of the Library Management System or to change information therein unless doing so is a designated function of their employment within the library.

Privacy and confidentiality

No Library staff member may provide personal or library membership/loan information to any other persons outside their designated work responsibilities.

Related Policies

- Avondale College. *Children on Campus* [HR.17 S.14]
- Avondale College. *Occupational Health & Safety Policy* [G.17]
- Avondale College. *Unauthorised Persons on Campus*
- Avondale Library. *Code of Conduct for Library Users*
- Avondale Library. *Student Assistant Manual*, 2008.

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