POLICY 202
ACCESS TO UPPER LEVEL

Other than when public meetings are in session, elevator access to the 2nd Floor (upper level) of the Library Building is an employee-only area and is off limits to the public.

Only staff members who are scheduled for work shall have access to the upper level.

Visitors, including former staff members, members of the Library Board and members of the Friends of the Library may enter this area only with permission from Administration.

Any individual or Library Circulation staff can contact Administration at ext. 369. A Library staff member must unlock the elevator access to permit an authorized individual 2nd floor access.

Adopted by the Board of Library Trustees, April 12, 2000
Revised for Purposes of clarification, BOT, April, 2012
Revised by the Board of Library Trustees, April 15, 2024