



Visitors, Vendors and Contractors Log Policy H&S-2017

The policy for Otonabee – South Monaghan Public Library is to have all visitors (non patrons); contractors and vendors sign in *the OSM Library Visitors/Vendors/Contractors Log* prior to access to library facilities. This policy provides the Otonabee – South Monaghan Public Library with the right level of security allowing the library to anticipate and respond to any concerns. Access control is one of the most important functions to ensure smooth operations and the safety and security of staff, volunteers, patrons and the Library Board's property within the library.

Procedures

1. The Municipality of Otonabee-South Monaghan is required to notify the library Chief Executive Officer within a reasonable timeframe of impending work being conducted within any of the buildings occupied by the library. The Chief Executive Officer will then advise the appropriate library staff/volunteer of impending work, which allows for preparation time at their branch.
2. Visitors, vendors or contractors entering Otonabee-South Monaghan Public Library must sign the library's Visitors/Vendors/Contractors Log located at the security panels at the Keene and Bailieboro branches, and beside the door into Stewart Hall branch.
3. Staff and or volunteers are required to report any breach of this policy to the Chief Executive Officer. The Chief Executive Officer will conduct an investigation and report findings to Otonabee-South Monaghan Public Library Board for direction.

Revision Policy

This Visitors, Vendors, and Contractors Log policy will periodically be evaluated and revised as times and circumstances require.

Date of review/revision:

Date of original motion: January 20th, 2017