

ENTRY OF BUILDING DURING NON-OPEN HOURS Employees of LDL shall not enter the building during non-open hours without written permission or prior approval of the Director or designee. This permission is not required for those employees scheduled to work typically one hour before the library opens or for those employees arriving before their scheduled start time to assure they are at their stations when the library opens.

Employees are expected to leave the building within 15 minutes of the library's closing time. Employees waiting with an unattended child will stay in the library until the parent/guardian of the child arrives. If the parent/guardian does not arrive within 15 minutes of closing, an employee will contact Public Safety and remain with the child until an officer arrives per our Unattended Child Policy approved June 8, 2004.

The employee shall complete the Entry of Building During Non-Open Hours form. (See form attached.) The employee shall give the form to the Director or designee for approval or denial. The Director or designee shall notify the employee of the Director's or designee's decision.

Employees may be accompanied by an adult 18 years or older for safety purposes. The employee assumes responsibility for the accompanying individual.

Employees shall comply with all LDL policies and procedures while in the building. Employees will enter the building through the staff entrance and sign in on a log which is located near the entrance. Employees shall sign out on the log when exiting the building.

Approved by the Loutit District Library Board of Trustees for inclusion in the Personnel Policy on September 14, 2010.