

LOUTIT DISTRICT LIBRARY  
ENTRY OF BUILDING DURING NON-OPEN HOURS POLICY

Employees of Loutit District Library shall not enter the building during non-open hours without the prior approval of the Director or his/her 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 the stations when the library opens.

Employees may be accompanied by a non-employee for safety purposes. The employee assumes responsibility for the accompanying individual.

Employees shall comply with all library 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.

Originally adopted: September 4, 2010  
Revised: April 3, 2018