

**Chesterfield Public Library**  
**524 Rt. 63, Chesterfield, NH 03443**  
**Safety and Security Policy**

The Chesterfield Public Library's mission is to serve the community by providing them an opportunity to enrich their lives through a variety of services and programs, as well as print and non-print materials. It is important to maintain as safe and secure an environment as possible. The Safety Policy is designed to assure the comfort and well-being of both the public and the staff, and to protect the library collection and building from damage.

**Safety Concerns of Library Visitors**

To insure a friendly, non-threatening environment for library users, the library staff will acknowledge the presence of each person who enters the building and offer help when needed, while maintaining a positive approach in each situation.

For children's concerns see "**Children's Safety Policy**"

For conduct in the library see "**Behavioral Policy**"

For Internet safety see "**Internet Policy**"

**Safety Concerns of Library Staff**

Director and/or staff will ensure a safe workplace by the following actions:

1. Keep staff informed of any potential safety problems.
2. Provide training in customer relations and encourage a positive attitude.
3. Stay aware of surroundings and of patrons in the building.
4. Schedule two library personnel and/or volunteers to be in the building at all times.
5. Be sure all staff members know where to find emergency numbers and procedures.
6. Upon closing, check to see that doors and windows are locked, check bathrooms and building for any remaining individuals, and turn off all lights.

For the safety and protection of the library staff, and to prevent liability charges against the library, town, and individuals, library personnel are not permitted to provide rides for library patrons.

**Safety of Building and Grounds**

To maintain the building and surrounding grounds as safe as possible. The library personnel will keep floors and aisles free of hazards, and walkways free of ice and other obstacles. Make sure exit and directional signs are clear and visible. Keep all library equipment in good condition. Check and maintain emergency equipment annually, and periodically hold training sessions on their use. These sessions should also include fire drills and evacuation procedures.

**Handling of Any Emergencies**

After quickly assessing any type of emergency, the staff will notify the person in charge. Call 911 for fire, injuries, or threatening situations. Evacuate the building if called for, and stand by for instructions from proper authorities. Emergency equipment shall be in plain sight by the office door. Every incident will be reported to the Library Director and an incident report filed.

For appropriate information and procedures in specific emergencies see "**Disaster Plan.**"