Clinton-Essex-Franklin Library System
Building Security and Visitors to CEFLS

General: CEFLS is not open to the public, except for the Lobby/entrance area. The Administrative Assistant has the responsibility to be aware of what visitors are in the building and to direct them to the proper destination.

Library-Related Visitors: These include former staff members, CEFLS Trustees, PPL pages and librarians of member libraries. These individuals are permitted into work areas, where they should be given assistance if requested. Some socializing is permitted, but judgment should be used as not to unduly interfere with staff work. Be considerate as to whether your conversation is disturbing nearby working staff.

Personal Visitors: Family members and former staff members may be permitted to enter work areas to contact staff members. These should be kept to a minimum and the staff member should keep these visits as short as possible. Personal visitors who are not family members will be asked to wait in the lobby. The Director must give permission for children of staff members to stay in the office for extended periods, such as when school is closed.

The kitchen area may be used to discuss urgent personal or financial matters so as not to disturb other staff members.

Visitors unknown to the front office staff will be challenged and asked to state their names and business. Staff members will ordinarily be notified to come to the front office to greet these visitors.

Note: All visitors are asked to enter the front entrance, not the garage or side door, and to make their presence known to the front office.

Official Visitors: These persons will always be escorted through the System's office by a staff member. These visitors are often legislators or visiting librarians or sales people. The Director, or in his/her absence the librarian in charge (LIC) will always be notified of their presence.

Finally, the above procedures will enable us to control access to the Library System, will prevent terrorists entering, will prevent bill collectors harassing staff, and will enable a safe working environment.