



VESTAL PUBLIC LIBRARY

Safety and Security Policy:

Access to Vestal Public Library Non-Public Areas

Vestal Public Library makes every effort to secure the safety of its employees and to protect the confidentiality of employee and patron information. Consequently, VPL limits access to non-public areas of the library to staff and Trustees only.

Staff

VPL staff have the right to confidential work spaces where they can conduct private library business without interruption. These spaces are clearly marked with “Employees Only” signs.

Trustees

VPL Trustees may visit confidential work spaces on an as-needed basis.

Patrons

At no time may patrons enter spaces marked for staff only.

Rationale: This policy protects employees from intrusions and helps reduce liability exposure. For instance, unauthorized individuals in employee work areas could get injured or could access private, confidential information.

Document History	Date Updated
Policy Voted and Approved	4/17/2023
Policy Reviewed and Approved	