

## Library Security

There are times when extra help is needed when dealing with a situation in Periodicals Room. On these occasions it is appropriate to call the LIBRARY SECURITY. Listed below are some possible situations where calling security would be appropriate and the procedures you need to follow when you call LIBRARY SECURITY

When you call Library Security:

1. Patron MUTILATION of a periodical or book. This includes: Ripping pages out, writing in books or magazines, etc.
2. Patron accessing PORNOGRAPHIC MATERIAL on the web or viewing other types of pornography.
3. LOUD OR OBNOXIOUS behavior. You may call Security after you have ask the patrons TWICE to settle down or be quiet. After that you may call Security.
4. SUSPICIOUS behavior. If you see what you think is suspicious behavior call Security.

Procedures for calling Security:

1. **DIAL** x 6-1134. This number is for library personnel only--DO NOT GIVE THIS NUMBER OUT TO PATRONS!!!!!!!
2. **STATE** your name and the department (PERIODICALS).
3. **DESCRIBE** in detail the problem and the LOCATION of the problem.

Emergency Exits

*When a patron sets off the EMERGENCY EXITS, security must be notified.*

1. **WALK** the PATRON to the Security Desk.
2. SECURITY will need the patron's name and I.D. number for their records.