

Number: LIB-001E
Title: Employee 24/7 Access

1. PURPOSE & INTENT

Faculty and staff of the USF Libraries, and other university personnel maintaining offices in the library building, are granted 24/7 access to the building based on demonstrated need.

2. STATEMENT OF GUIDELINE

The front door entrance (equipped with a card-swipe system) of the library is the only authorized entrance/exit before or after normal hours of operation.

In the interest of maximizing personal safety, as well as the security of library materials and equipment, all authorized employee are to follow these procedures:

1. Building access outside of normal hours of operation should only be used when absolutely necessary and a full understanding of all potential safety and security risks are considered.
2. Prior to entering the building outside of normal hours of operation, provide the University Police your name and area you will be located in.
3. Only authorized individuals are allowed to enter. No other colleagues, students or family should be allowed. It is not appropriate to schedule classes or meetings outside of normal operational hours.
4. Abide by other standing rules or policies of the library and university regarding use of university facilities.

Failure to comply with this policy and procedure will result in revoking 24/7 building access privileges.

These guidelines cover all USF Libraries. Services, equipment, and location may vary.