

Number: LIB-005E
Title: Workplace Visitor Guidelines

1. PURPOSE & INTENT

The mission of the USF Libraries is to provide a safe, secure and distraction-free work environment for all employees; the presence of visitors in the non-public workplace during work hours may not be conducive to providing a secure and productive work environment.

2. STATEMENT OF GUIDELINE

The Libraries does not permit frequent or extended visits to non-public spaces without review and approval. All visitors, including relatives of employees, who do not have official business with the department, are asked to refrain from prolonged or frequent visits to non-public workspaces. Visitors accessing non-public workspaces, including offices, areas behind service desks, and other library work areas must be accompanied by an authorized employee.

Individual Directors or Associate Deans may impose more comprehensive restrictions on visitors in the workplace when they are needed to ensure the successful operation of the individual unit.

Unique circumstances may necessitate exceptions, by approval only, to this policy. In these cases the Director or Associate Dean, in consultation with the Office of the Dean, shall review the circumstances and, if deemed appropriate, develop a plan to temporarily address the situation.

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