

Metro Kalyn Community Library Policy Handbook

Category: Library Administration

Topic: Theft Prevention

Adopted: 2007

Pandemic

•Metro Kalyn Community Library will follow the health and safety guidelines set forth by the Government of Alberta.

•Sudden and lengthy closures may result from pandemic response. The Board should be kept apprized of all such incidences.

•Web-site notification and a sign on the door should be posted during closure.

•If and outbreak should occur, enhanced cleaning and personal safety protocols may be put into effect.

•Symptomatic staff or public will be required to exit the Library immediately.

•Symptomatic or ill staff must follow the Government of Alberta's quarantine regulations.

•Re-opening the Library after pandemic closure will require fulfillment of current government standards and may require intensified PPE and cleaning procedures.

Theft Prevention Procedures

•If you need to use the washroom, put up the "Back in 5 Minutes" sign and lock the door.

•Do not leave purses or wallets on the counter. Place them under the counter, in a drawer or in the storage closet.

•Always keep the cash drawer locked when not in use. Always keep the key with you.

•Count the cash before each shift.

•Unless you are alone in the Library, try to keep the Library Manager's desk in sight at all time.

•Lock your car.

•Greet everyone who enters the Library.

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