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1989 Memo from Thura Mack to CFW Safety Committee re Library Safety and Security

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M E M O R A N D U M

TO: Commission for Women, Safety Committee

FROM: Thura Mack

DATE: November 29, 1989

SUBJECT: Library Safety and Security

During the last meeting of the Safety Sub-committee of the Commission for Women, the issue of safety and security in the UTK Library was raised. The sub-committee wanted to know if information about library safety and security were included during library lectures, tours and other orientation programs. The UTK Library does not formally include safety and security information in its library instruction program. However, there is a safety and security process in place, which is coordinated through the library's Circulation Department, in conjunction with Campus Safety and Security. To address this concern I am submitting the following information:

1. All members of the Library Staff are issued written information on the process for handling safety and security situations. In addition, regular training and information up-date sessions on safety and security matters are held for all staff.
2. Heretofore, victims of emergency, safety or crisis situations have sought the assistance of Library personnel stationed behind service desks. Personnel working throughout the library, i.e., stack areas, wear standard identification and stand ready to assist victims, if necessary. This method has been very effective in meeting the needs of those in crisis.
3. During the hours of 8:00 a.m. to 4:00 p.m. library safety and security is handled through the Circulation Department. Any incidents or accidents are reported to this department. Information on all emergency situations are forwarded to Campus Safety and Security by the Circulation Department.
4. Security guards from campus security parole the library building regularly between the hours of 4:00 p.m. to 8:00 a.m. The security guards work through the Circulation Department.
5. Campus Safety and Security has an education process through which they distribute safety and security literature and conduct out-reach activities on various subjects in this area.

TRM:nrb