

**EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

POLICY FOR PUBLIC USE OF THE VESTIBULE DOOR

The door is in the vestibule area connecting the Town Hall and the library buildings. The door leads into the administrative office area of the library. Although this library door is locked for security reasons, access into the library is available to the public Monday through Friday from the time the Library is opened in the morning until the Town Hall offices are closed.

An audio/video monitoring system has been installed in the vestibule. Town employees and the general public may gain access into the library from the vestibule door by pressing a call-in button to notify library staff that there is someone who wishes to enter.

A library staff member will press a door release button from the circulation desk station to allow a town employee into the library. The general public will be told via the audio/video monitoring system that a staff member is on the way to open the door.

Due to safety and security reasons, the general public will be escorted by a staff member through the administrative office area to gain access to or egress from the library. Interior library signage informs the public of this entrance/exit.

The "Public Use of the Vestibule Door" policy is subject to review and amendment by the Board of Library Trustees.

**Approved by the Board of Library Trustees, December 14, 2004
Amended by the Board of Library Trustees, August 14, 2013**