



LOYOLA MARYMOUNT UNIVERSITY
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Public Address System	Page 1 of 1
Policy Number: LIB-SPACE-201	Supersedes: N/A
Effective Date: Oct. 17, 2016	Previously Issued: N/A

1. Statement of Policy:

- 1.1. This policy establishes parameters for the use of the public address system (PA system).
- 1.2. Library Administration is responsible for this policy.

2. Definitions:

- 2.1 The public address system consists of nine speakers located in public spaces throughout the William H. Hannon Library.
- 2.2 Paging refers to using the public address system to message individuals or small groups within the library.

3. Policies/Procedures:

3.1. General Procedures

- 3.1.1. The PA system is for use by the library to announce closing times for the building and service desks.
- 3.1.2 The PA system is for use by the library to alert occupants of potential dangerous situations.
- 3.1.3. The PA system is for use by the library to evacuate the building when deemed necessary by authorized library staff or by the Dept. of Public Safety (DPS).
- 3.1.4. The PA system is not to be used for paging unless ordered or requested by DPS. Users requesting a paging announcement should be referred to DPS.
- 3.1.5. The PA system may be used on a limited basis for other announcements if approved by the Dean or Associate Dean.