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.