

Subject: Public Address System Procedure

Title: Authorized Uses of the Public Address System

Operational Procedure - Date Adopted
by the Library Services Faculty:

Administrative Procedure - Date
Issued by Administration: March 27, 1986

Date Revised: October 5, 2000

The public address system (located in the Security Office) should be used for the purpose of general announcements (e.g., closing times) and emergencies within the library (e.g., in case of fire). The system is not intended to provide a paging service for patrons, library employees, or other university employees present in the library. Exceptions may be made for library-related emergencies. The Security Office staff along with the security guard(s) on duty may make exceptions as needed.

Telephone requests to page individuals who may or may not be in the library will not be accepted. Such telephone callers will be advised to come in person to the library to locate an individual. In emergency situations covered under “Emergency Notification Procedures in Cases of Serious Accidents or Deaths” (copy attached), telephone callers will be advised to call the ECU Police Department, who will provide assistance.