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Work Environment

02.09.11 Visitors in the Workplace

To avoid potential distractions and disturbances family and friends of employees are discouraged from visiting employees during working time. If necessary, visits should be conducted as quietly and quickly as possible and should be conducted in a manner so as to minimize disruption of library services.

Employees should plan to have visitors meet with them in an open public area of the library or in an administrative reception area. Visitors must be escorted by an employee to their destination if it is in a non-public area. Employee escorts may not take visitors into restricted areas without the approval of the area manager.

If an unescorted visitor is observed by an employee in a non-public area on PCCLD's premises, employees should redirect the visitor to a public area, escort the visitor to the intended destination or contact a manager to alert them of the visitor's presence.

Employees must receive approval from the Executive Director, or his or her designee, to have visitors in the library outside of business hours.

When employees reserve a meeting room for personal use they must ensure the security of the building by escorting non-employees in non-public areas. Employees should not prop open doors or leave restricted areas unlocked when using the building and meeting space for personal use.

Friends or family including teens are also welcome to apply for volunteer opportunities as part of PCCLD's volunteer program. All volunteers are expected to follow PCCLD's volunteer guidelines. Friends or family may not volunteer for, or be supervised by a PCCLD employee to whom they are related or with whom they are friends.

See Also Customer Service Policy: 03.06.01.G1 Guidelines Governing Use of the Library