



Public Address System Use Policy

The Library's public address system is intended to be used to facilitate the welfare and safety of staff and customers. In order to ensure that disruptive or arbitrary use of the system is kept to a minimum, the Library will implement reasonable guidelines on the use of that system.

Guidelines

These guidelines are intended to assist staff in determining when to use the PA system.

The PA system may be used for:

1. Building emergencies – e.g. fire alarms, tornado warnings, building evacuations, system tests, etc.
2. Library closing announcements
3. Locating staff and patrons in some type of emergency situation. Examples would include the following:
 - A. Medical emergency
 - B. Attempting to locate a separated parent/child that we've been unable to find by searching
 - C. To locate a vehicle owner involved in an incident/accident in the parking lot
4. Any situation deemed appropriate by Management/Security

The PA system may not generally be used for:

1. Requests by a customer, either in person or by phone, to page in order to locate someone in the library unless that situation rises to the level of an emergency.
2. Announcements of a program or event
3. Announcements that someone has left their vehicle lights on
4. To contact a staff member or a customer in a non-emergency situation

Approved: May 18, 2006

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by telephone at (785) 580-4400, or at tscpl.org/contact.