A. Injuries
   To staff: refer to the emergency manual (Yellow Tab: Reporting on-the-job injuries)
   To patrons: an injured patron may use the library phone to call for help or you may make
   the call for the patron; follow the patron’s instructions.

B. Thefts of personal property Call Security, 3-1131. Have person whose property was taken
   speak with Security directly. Get name, address, what was stolen and where. File
   Incident Report with your supervisor so that we can take action to prevent other thefts.

C. Building & maintenance
   NOT EMERGENCY: If not an emergency, use a Maintenance Request form available in
   your department or from the Reference Desk. Put the form in the area designated by your
   supervisor; for Reference, this is the Administration mailbox at the Reference Desk.

   EMERGENCY: If in your best judgment any sort of building problem should be
   investigated, call #1-131 and ask that someone come to look into the problem; leave an
   incident report as notification that you have done so.

D. Other times to call Security, 3-1131
   1. Call them whenever there is a "suspicious" situation. Better to notify them of something
      with which you are uncomfortable than to risk compounding the problem.

   2. Call them for lost valuables (e.g., wallets, purses) that are turned in on weekends or
      evenings. During weekdays turn in all lost items to the Administration Office, S-180.

   3. Call Security when you need assistance of any kind. If you don't know who to call, they
      are often a good place to start when your supervisor is not available to advise you.

   4. When you call Security, they will ask for your name and phone number (for follow-up).
      They prioritize requests, so you will need to give them information as to the urgency of
      the situation, e.g., for leaks, water is not a problem in most classrooms but can destroy
      our books so you'll need to convey to them the magnitude of the situation.

   5. Notify other departments (i.e., Circ or Ref. Desk) if you have called Safety about a
      suspicious or emergency situation.