IIUM Library Policy Document

BUILDING SAFETY AND SECURITY POLICY

Document No.:
IIUM/204/POLICY/LIB/05

Effective Date:
22 February 2019

Version No.:
01

Identification Block

Name of Policy	**BUILDING SAFETY AND SECURITY POLICY**
Document Number	**IIUM/204/POLICY/LIB/05**
Policy applies to (Geographical scope)	■ **All Campus Libraries** □ Specific (Outline location, Campus, Organizational unit, etc.)
Policy Status	■ **New Policy** □ Revision of Existing Policy

Approval Authority	**Senate, IIUM**
Governing Authority	**Library Committee, IIUM**
Responsible Office/Custodian	**Chief Librarian**

Approval Date	**22 February 2019**
Effective Date	**22 February 2019**
Date of Last Revision	**Not Applicable**
Date of Next Policy Review*	**22 February 2021 (Every two (2) years)**

* Unless otherwise indicated, this policy will still apply beyond the review date.

Revision History

Requestor	Description	Submission date
The Library	• **Review and rewrite policies following comments from Internal Audit 2018**	**20 Dec 2018**

Related Documents

Related Documents (Legislation, Policies, Procedures, and Guidelines)	• **Library Services and Facilities Policy** • **IIUM Policy on Occupational Safety and Health** • **(IIUM) Health, Safety and Environmental System Manual (HSEMS)**

1. PURPOSE AND OBJECTIVES

This policy has been developed to ensure that library security is managed appropriately at all times, that persons within the building feel safe and secure, and that library buildings, facilities, and information resources are held in a secure manner.

2. DEFINITION, TERMS AND ACRONYMS

These definitions relate to this policy only.

Chief Librarian	The person currently appointed by the University in accordance with the IIUM constitution.
Library facilities	Includes campus libraries, after-hours facilities, amenities or equipment and other physical structures from which library services are delivered.
User	Students and staff of the University, and authorised users.

3. POLICY SCOPE/COVERAGE

This policy applies to all Library users, buildings, facilities, and information resources.

4. POLICY STATEMENT

4.1   All users may gain entry to the Library via staff/students cards or permission from the Library authority. Cards are not transferable between entrees.

4.2   Access to a restricted area will only be granted to authorised users.

4.3   Disorderly conduct, including loud conversations, excessive noise, or the harassment of other patrons or library staff is prohibited and may be reported to the University security.

4.4   Personal possessions are the responsibility of the users.

4.5   Vandalism or destruction of Library property will be reported to the University Police.

4.6   Permission is required for filming, recording, and taking photographs in the public areas of the library buildings

4.7   Transportation devices, not limited to bicycles, skateboards, roller blades, hover boards, and scooters (except those assisting persons with disabilities) may not be brought into the Library.

4.8   Smoking within the Library is forbidden.

4.9   The library's security camera system will be used only for the protection and safety of library assets and property. Recordings will only be made available to authorised officials.

5. IMPLEMENTATION AND COMPLIANCE

5.1   The Library holds the responsibility for the implementation of this policy and shall take the necessary actions in the event of violation of this policy.

5.2   This policy is applicable to the Library users and any infringement of the policy may be subjected to disciplinary actions and any other actions deem necessary.

6. MAINTENANCE OF POLICY

The Library is responsible for the formulation and maintenance of this policy.