Library Security Officer

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Author	Position	Signature	Date
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Approved by	Position	Signature	Date
College Senate	Head of Academia		2021/11/05

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/12	Re-branding	Dr T M Bock

SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.

LIBRARY SECURITY OFFICER

The Library Security Officer (LSO), ensures a safe and secure environment for all staff, students, and visitors. The LSO patrols the entire library to maintain an orderly atmosphere conducive to learning and studying. The patrols entails walking all the areas in the library to detect suspicious circumstances and enforces library policies, rules (e.g. no eating, drinking, noise), and safety regulations within the Library and immediately outside the library. Patrols also consist of checking staff spaces, opening and securing spaces on schedule, and conducting head counts.

As directed by the librarian, the LSO performs other duties needed to accomplish the goals of the library which include the following:

- Pro-active assistance to all patrons
- Interacting with library patrons and campus visitors in a positive and professional manner
- Maintaining a professional demeanor and appearance by utilizing the prescribed uniform
- Assisting at opening time to assure that all safety regulations adhered to and follow proper open up procedures
- Neatness of library
- Dealing with disruptive users
- Exercising crowd control
- Preventing theft and mutilation of library materials and facilities
- Issuing verbal warnings
- Expelling unruly persons and detains more serious offenders to proper authorities and notifies supervisors of possible emergency conditions
- Assist in emergency situations (security gate to be closed during student strikes, emergency evacuation plan)
- Giving directions; refers questions about library services to the appropriate library staff
- Managing control and prevent unauthorized access at main entrance and restricted areas
- Surveying the library for problems of security and safety (including non-functioning light bulbs and vandalism) and hazardous conditions and reports them to the Librarian for repair
- Assisting with gathering statistical information, e.g. Hourly Gate reading
- Assisting at closing time to assure that all users leave the premises and follow proper lock up procedures
- Upon request monitor Libraries activity through CCTV
- Maintaining key logs
- Recording data as part of gathering statistical data
- Maintains Lost and Found log and storage of lost and found items

- Reporting faulty equipment to Librarian
- Checking that printers and photocopiers have paper and toner
- Contributing and supporting all Library projects
- Checking and keeping record removal of goods from Library premises
- Checking and keeping record of inventory lists of Library furniture and equipment
- Assisting with collecting printing monies
- Checking shelves for overdue/missing materials
- Troubleshooting copiers, reader/printers, computer printers

Checklist for Opening

☐ Open security gate and library entrance door

☐ Prior to 07:30 keep doors ajar

☐ Place keys in key cabinet

☐ Switch on lights at circulation

☐ Switch on three Aircons

☐ Switch on Multi- functional Device

☐ Open blinds

☐ Switch on lights at leisure area

☐ Switch on Electronic Display unit (TV)

☐ Open Blinds on Right hand side

☐ Open window in Kitchen

☐ Switch on Lights in Computer lab

☐ Check MFD in Computer lab for paper

☐ @ 07:30 open library doors

☐ Take Gate reading @ 07:30, 08:00 and every hour thereafter

Checklist of Closure

☐ 30 minutes before closing notify patrons of library closure, then 15 mins, 5 mins

☐ Check Library Exit door & security gate locked

☐ Check & close windows in Kitchen

☐ Switch off lights in Meeting Room & PC office

☐ Switch off left side light switch in PC lab

☐ Close blinds

☐ Switch off both lights next to display stand

☐ Switch off photocopy machine @Circulation Desk

☐ Close 1 side of Library entrance door (15 Mins before closing)

☐ Switch off Air cons

☐ Switch off TV

☐ Switch of Desk Light

☐ Check that all patrons have exited library

☐ Take Gate reading

☐ Library keys from key box- lock door & security gate

☐ Library staff to handover keys to security @ boom gate

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