

Malpass Library Loading Dock Security Policy

The Loading Dock is a point of access to Malpass Library for deliveries, pick-up of materials and related activities by authorized personnel, which includes library staff, Campus Security personnel and WIU maintenance staff. It is located on the northern side of the building facing Stipes Hall. The Loading Dock includes the parking immediately surrounding.

Policy

1. The Loading Dock operating hours are 7:45 a.m. to 4:30 p.m. Monday through Friday. The doors will be locked at 4:30 p.m.
2. Student assistants, staff, and users are prohibited from using the Loading Dock as an entrance or exit point except in the case of an emergency. In cases of emergency, the Loading Dock becomes an exit.
3. Delivery personnel will only be admitted by appropriate staff.
4. In the event of the delivery of Gifts in Kind and other materials to the Loading Dock, the Acquisitions/Cataloging (Acq/Cat) staff must be notified before their arrival.
5. Staff using the dumpsters for disposal of materials may use the Loading Dock doors, but must take strict care to secure them up afterwards.
6. Parking is limited to authorized personnel.

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Approved by Dean of University Libraries