



To: All Correspondents
From: Anthony Herron, Deputy Executive Director of Operations
Date: Tuesday April 24th, 2018
Re: Visitor Check-in Procedures/Third Floor Access at the Ronald J. Norick Downtown Library

The purpose of this memorandum is to introduce enhancements to security at the Ronald J. Norick Downtown Library. Starting on Tuesday May 1st, 2018 all visitors requiring access to non-public areas within the Downtown Library will be required to check-in and wear an identification badge (**please see the Visitor Check-in Guidelines for more important details**). Also, fob access will be reactivated for the glass doors on the 3rd floor beginning Tuesday May 1st, 2018. The double fire doors across from the Information Technology Department will be closed; however, these doors will be available for exit and reentry with fob access. These directives have no impact on Library customers.

Frequently Asked Questions:

Why are we doing this now? Identification badges help to keep our workplaces safe. Visitor sign-in logs have several purposes not limited to but including providing a record of contractors performing work and individuals visiting staff-only areas where employee's personal artifacts, important documents and records, and equipment are safeguarded. In part, this is an effort to improve security and accountability for persons visiting staff/administrative areas within the Library.

What if I have lost or cannot find my fob? If you work at the Downtown Library or if you are a manager within the Library System, then please verify you have a fob and that your fob is working correctly as soon as practical. If you work Downtown or if you are a manager and have any issues or have lost your fob, then please complete the facility access form located on the Intranet ([Click Here to Download the Facility Access Request Form](#)). E-mail this form to facilities maintenance at maintenance@metrolibrary.org.

What about other Metropolitan Library System facilities? Over the next few months Security will review all MLS facilities and implement an appropriate visitor check-in process. We will work with Regional Directors and Library Managers to ensure any enhanced visitor/security protocols meet their facility and staff needs. We will perform a review and work with management and volunteers at the Service Center to address physical security/access.

Will my family/friends still be able to visit me at work? Yes, they will need to check-in/check-out like any other visitor requiring access to staff work areas and/or restricted areas within the building, if applicable.

What about fire safety and restricted access to secure areas at the Downtown Library? Consideration has been given to fire safety. MLS regularly submits to required State of Oklahoma fire inspections. We follow applicable building and fire safety code and we recently conducted a fire drill. We verified that all fob controlled glass doors on the 3rd floor deactivate in the event of an emergency.