

Safety at One-Person Libraries

- Never work alone. Schedule a volunteer at times when only 1 staff member is working during open hours:
 - Recruit a list of volunteers
 - Have at least 1 scheduled to be at the library whenever only 1 staff person is scheduled
 - Have back-ups available
 - Have 1 trustee assigned to each day as a back-up
 - Keep the door locked if you are working alone before or after hours
 - Have contacts at nearby businesses that are open when library is
- Self-Defense Training – see local parks & rec, local police, local martial arts classes, etc.
- Engage a security expert to do a safety evaluation at your library & staff education
 - Local Police
 - State Police: <http://vsp.vermont.gov/stations>
- Consider adding security cameras - Have a clear policy around use, viewing footage, disposal of footage, etc.
 - Sample Police, Brownell Library: <https://brownelllibrary.org/the-library/policies/security-camera-policy>
- Consider installing an alarm system for building
- Install outdoor lighting to make evening building exits more safe
- Panic Button – Rings through to a security company or the local police. Consider having a panic button you can carry with you.
- Have a list of local people you can call during emergency situations.