



PUBLIC ANNOUNCEMENT (PA) POLICY

The public address (PA) system is restricted to Library use and is used to make announcements to everyone in the building.

Primarily, the PA system will be used:

- The announcement of Library closing times.
- For critical Library-wide announcements as deemed necessary by the Library Director or Shift Supervisor. Examples of critical announcements include, but are not limited to:
 - ✓ Emergencies requiring evacuation of the building;
 - ✓ Weather or other emergencies necessitating that building occupants take shelter;
 - ✓ Testing of alarm systems.
- In general, the PA system will not be used to announce Library programs; however, exceptions may be made at the discretion of the Director or the Shift Supervisor.
- The PA system will not be used to make personal announcements.

Paging: To protect users’ privacy and maintain a reasonably quiet Library, paging patrons is not allowed.

Safety and Security Emergencies: The PA system is not meant to replace other forms of communication with Library staff. However, in rare occurrences, the PA system may be used to make announcements involving personal instances, defined as situations involving death, critical illness, or serious injury.

POLICY/PROCEDURE: Public Announcement Policy		GOVERNANCE: Board of Library Trustees
ADOPTION DATE: 4/15/2026	REVISION DATE(S):	LAST DATE REVIEWED: 4/15/2026