

BUILDING USAGE PROCEDURE
WESTFORD PUBLIC LIBRARY
Revision November 2018

Many outside groups use the Westford Public Library as a meeting place. All groups wishing to use the library building must fill out a Building Use Application form at least one week prior to the scheduled usage, and must notify either the Librarian or a Trustee no less than 24 hours in advance if the activity is canceled.

On the application, the applicant must indicate in detail the purpose for which the facilities are to be used, and the application must be signed by the individual who will be responsible for any damage or loss of property arising from the use of the facilities. Building users must comply with the Building Usage Policy and are responsible for leaving the building as they found it (ie, put chairs back, sweep/wipe areas where food has been served, etc).

The application will be reviewed and approved by the Librarian and/or Trustees. Approval considerations include adequate parking, adequate space (including legal capacity), safety considerations, and building suitability. Personnel fees to cover any associated extra costs may be assessed by the Board of Trustees. The application may also be given to the Town Clerk's office for informational purposes.

For insurance and security purposes, applicants who wish to use the Library must obtain the key from the librarian or town clerk during normal business hours. This key must be returned immediately after use. Long-term keys will not be given to building users except under exceptional circumstances that must be approved by the chair of the Board of Trustees.

SAFETY PROCEDURES
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BUILDING EMERGENCY CONTACTS

Bree Drapa, Library Director – 893-2689 (home) or 999-3419 (cell)
Westford Town Office – 878-4587

BASIC GUIDELINES

Use common sense.
Do not put yourself or anyone else in a potentially dangerous situation.
Emergency lighting will turn on in case of a power outage.
Flashlights are located near the bathroom door and basement stairs.
A first aid kit is mounted outside the bathroom.
Fire extinguishers are located outside the bathroom and near the basement exit.
Locate emergency exits – there is an exit located in the basement.

MEDICAL EMERGENCIES

- DEATH, UNCONSCIOUSNESS, SEVERE MEDICAL PROBLEMS OR INJURIES
 1. Immediately call 911.
 2. State exact location (1717 Vermont Route 128, Westford).
 3. Do not hang up. Let emergency personnel end the conversation or offer information about what to do until help arrives.
 4. Send someone to wait for emergency personnel and direct them to patient.

- MINOR INJURIES
 1. Direct or assist person to local medical services if necessary.
 2. If injury is minor, administer first aid.
 3. The first aid kit is mounted outside the bathroom door.

PROCEDURES FOR HANDLING BODILY FLUIDS

- GENERAL GUIDELINES
 - All bodily fluids (blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions, and saliva) should be considered potentially infectious and direct contact should be avoided if possible.
 - Rubber gloves should be used when in contact with bodily fluids. (in First Aid Kit)
 - In cases when rubber gloves were not used, hands and exposed skin areas should be washed with soap and water.
 - Clothing that has been soaked with fluids should be rinsed and placed in plastic bags.

- DISINFECTANTS
 - Lysol wipes are located in the bathroom cabinet.
 - A disinfectant should be used to clean surfaces contaminated with body fluids.
 - Mops and other non-disposable cleaning equipment should be washed in hot water and disinfectant.
 - The disinfectant solution should be disposed of down a drainpipe.

POWER FAILURE

- During the day, some services may still be provided. However, if electricity does not return within 30 minutes, close the library, post a sign on the door and, if possible, inform one of the Trustees.
- Use a flashlight (located outside the bathroom and by the basement stairs) to ensure that patrons can safely exit the building.
- Report power outages immediately to the librarian or town office.

FIRE SAFETY

- GENERAL FIRE SAFETY RULES
- Always report a fire before attempting to extinguish it. CALL 911.
- There are two exits – the main door and a basement exit.
- Fire extinguishers are located outside the bathroom and near the basement exit.
- Never attempt to extinguish a large fire.
- When using a fire extinguisher, remember the acronym PASS: Pull, Aim, Squeeze, Sweep

EVACUATION PROCEDURES / CLEARING THE BUILDING

1. Establish a meeting point.
2. Provide special assistance to people with disabilities, if needed.
3. Search restrooms and other areas where people may not be immediately visible.
4. Help people leave the building as quickly as possible by the nearest exit.
5. Once outside the building, remain at least 100 feet from the building and account for all occupants of the building.

BUILDING USE APPLICATION

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Name of Organization: _____

Purpose of Organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Single Meeting? _____ Series of Meetings? _____

Insurance Carrier (if required): _____

Date(s)	Time	Topic	Leader or Speaker	Estimated # of Attendees
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Literature Distributed? _____ Exhibits Planned? _____

Please list any special requirements:

I have received a copy of the Building Usage Policy and Building Usage Procedure and hereby agree to comply with the rules and regulations governing the use of the library facilities and any conditions of approval listed below.

Signature/Date

Conditions of Approval:

Approved? _____
Signature/ Title/ Date