

# Public Address System Policy

## TSU Libraries and Media Centers

### General Policy

This policy regulates acceptable use of the public address system in order to avoid unnecessary disruption and arbitrary use of the system.

The public address system in Main Library is to be used **only** for scheduled Library closing announcements and for emergency warnings/instructions.

There will be absolutely **no** paging of patrons, announcement of programs, or other personal or self-interest uses of this system.

### General Requirements

The PA system may be used by library employees for:

- Emergencies that apply to all occupants (e.g., severe weather warnings, instructions to evacuate, or shelter in place)
- Locating employees or patrons in emergency situations (e.g., medical emergencies, urgent facilities problems)
- Library closing announcements
- Announcements of special library programs or events
- Any situation approved by the library administration, TSU Emergency Management or TSUPD

The PA system may **not** generally be used for:

- Requests by patrons (in person or by phone) to page someone in the library, except in emergency situations
- Announcements of meetings or events that are not sponsored by the library
- Personal or self-promotional purposes

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