



Policy: Library Safety and Emergency Policy
Category: Library and Other Information Resources

Policy Title	Library Safety and Emergency Policy
Policy ID	2021.21-v1-LIR_Po
Effective Date	February 2021 June 2024
Responsible Office	Library
Responsible Executive(s)	Librarian

Using AUM Library during declared pandemics.

- To use AUM Library facilities during pandemic, students must request written permission via email to the Provost Office. In this email they need to specify their name and surname, study course, reasons, dates, and time schedule.
- The Provost Office will issue a written permission by email. Permission is requested to enter AUM Library and must forward this email to the Librarian, Students Affairs and The Facilities Manager.
- The Librarian will book a time slot so they can proceed to use the photocopy machine.
- Once their request is approved, students will be assigned a computer or student room in case they need it.
- Only one student at a time is allowed in the AUM Library premises.
- Once students arrive at AUM premises, they need to inform the reception. Students will be escorted in and out of AUM Library. At the end of each visit, they will be accompanied back to the main entrance.
- Students will be required to sign a check-in form which gathers some personal data (i.e., name, date, study course, name of supervisor, timeslot, and signature).

Students, Faculty and Staff need to be informed of the following: Hygiene measures

- When entering the library, students/faculty will be asked to sanitize their hands on entering and upon leaving premises (e.g., The use of hydrolyzed gel is strongly recommended and available at AUM library's main entrance).
 - The maximum number of people per room is 4.
- Bookings pertaining to the use of the photocopy are strictly limited to one student at a time per timeslot previously assigned.
- Students/Faculty should not be able to choose books themselves or touch them freely. They can always request the help of the Library Technician.
 - Physical distancing of 2 meters should be adhered to whenever feasible.
 - Desk-Sharing is currently not allowed.
 - Consider reducing the use of lifts, kindly use the stairs.

Library Lobby, rest of premises and Chill-out Areas

- Students/Faculty/Staff are not allowed to hang out in the Library Lobby.
- Toilets need to be used respectfully and respecting Hygiene norms.
- Students who refuse this procedure will not be allowed in.
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Renewal of Books

- Renewal of borrowing of books can be done online, by phone and/or by email to the Library email.

*AUM Library can exercise the right of refusal of entry into the library of visitors if they are visibly unwell or have respiratory symptoms including coughing, fever, shortness of breath, runny nose or sore throat.

Emergency

In Case of an Emergency

- In case of fire or gas leak, smoke or fire keep calm and evacuate the Library immediately using the stairs, do not use the elevators.
- In case of fire is detected library staff should advise the authorities immediately by calling 112.
- Be aware of your surroundings, fire or gas location or any disabled students or staff within your area that may need assistance.
- AUM staff should assist in clearing the area.
- Do not attempt to extinguish a large fire or assist an injured person by yourself.
- Be familiar with the evacuation plan for your location, exits, and fire extinguishers.
- Follow the directions of the library evacuation plan (Refer to the Organizational Regulations, section Safety and Evacuation).

Emergency Contacts

- AUM Reception: 356 2169 6970
- Emergency: 112
- Ambulance: 196
- Police: +356 2122 4001-7/+356 2122 1111
- A.F.M. Helicopter Rescue: +356 2124 4371, +356 2182 4212