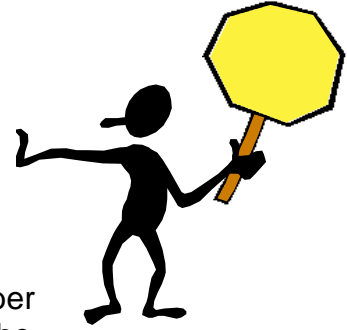


STAPLES AND STRAIGHT PINS AND THUMBS TACKS, OH MY! CREATING A SAFE LIBRARY ENVIRONMENT



- **BIOHAZARD CLEAN-UP** -- Always have on hand rubber gloves, face masks, plastic bags, disinfect cleaner for the leaks, urps, and other biohazard problems that occur.
 - **DOORS** -- Be aware of entrance/exit doors – Are they too heavy for children or those with physically limitations to open? Do they shut too quickly?
 - **ELECTRICAL OUTLETS** -- Be sure you have safety plugs for every outlet that is not in use – this includes open plugs in power strips. Remember to replace plugs after the outlet has been used
- **FLOOR DEBRIS** -- Scan the floor regularly for staples, thumb tacks, and other debris that could be harmful if swallowed by babies.
- **FURNITURE** -- Don't allow sharp corners on shelves or counters to go unattended. If the furniture can not be replace or repaired, place duct tape or foam pad over the sharp places to prevent possible injury.
 - **HOUSE PLANTS** -- If you have houseplants in the room, make certain that they are not poisonous. Also check that the fertilizer/plant food used is non-toxic.
- **LIGHTING & VISIBILITY** -- Are all parts of the room visible from the work desk? Are there dark corners in the room (especially during evening hours)? Install lighting, rearrange furniture, purchase and install large round mirrors (that kind used in department stores) to make the area visible.
- **LOCAL LAW ENFORCEMENT** – Develop a working relationship with local Law Enforcement Officers. Schedule a meeting with an officer to meet with your staff and to check security of your building. Have the non-emergency law enforcement telephone numbers posted by the telephone in a prominent place.
 - **SECURITY CAMERAS** -- Consider installing security cameras in secluded passage ways, or at the entrance to the public restrooms. The expense is well worth it.
- **RESTROOMS** -- Where are the public restrooms located? Be aware of traffic to and from.

