

Staff Elevator Policy

1. The staff elevator is not ADA compliant. Wheel chairs do not fit properly in the elevator.
 - a. The Edison State College Library staff are the main users of the staff elevator. The staff elevator may be used by a patron with a staff or student employee assistance.
Customer service is our number one priority. If a student wants to check out materials and has the following situation which requires an elevator, please assist them:
 1. Patron has a book bag with wheels
 2. Patron has a baby carriage
 3. Patron is using a cart
 4. Patron says they have a disability or they cannot use the stairs
 5. Etc...
 - b. Please assist all patrons with the staff elevator.
2. Library staff and students who have a key must be with the patron(s) during the entire elevator trip.
 - a. All patrons exiting the library **must** go through a security gate to leave.
 - b. All patrons riding the elevator with a staff member **cannot** exit the library from the first floor.