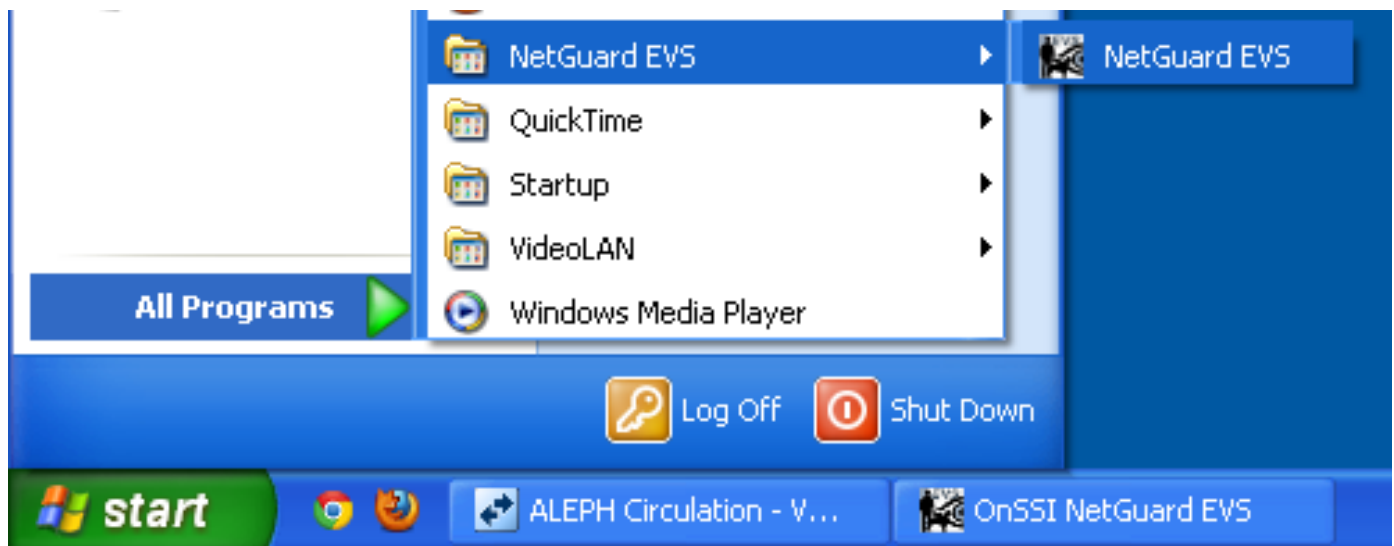


**To All Student Assistants:**

**Please remember:** When you are working on the 3<sup>rd</sup> floor you must have the Security Camera System visible to you at all times. Especially after 4PM Monday-Thursday and the Weekend Days when the door is Closed and Locked. We must be diligent to allow Handicap Patrons through the Third Floor Door **during operating hours**.

There is a Handicap Accessibility phone available on the side of the elevator shaft closest to the Third Floor Door which rings directly to the Third Floor Desk.

If the Security Camera System is not running when you arrive for your shift on the Third Floor open the program by going to the Start Button > All Programs > NetGuard EVS > and then Click on "NetGuard EVS. This program will automatically start running after you start up the computer in the morning.



If you have questions, please ask a Staff Member.

**Please Sign and Date**

Thank You!

Library Staff