SHIPPING ROOM REGULATIONS

1. The Maintenance Workers' Room adjacent to the shipping room is for use by maintenance workers assigned to Watson Library. While this room may be used for coffee breaks and meals, maintenance workers are also invited and urged to use the staff lounge.

2. The large shipping door is to be opened only to receive shipments. It is not to be used for exit or entry. The large shipping room door is not to be left open longer than necessary to receive a shipment. In no case are students or unauthorized personnel to enter the library through the shipping room.

3. The shipping room is not intended for permanent storage. Anyone placing broken, obsolete, or unused furniture or equipment in this area should alert the Library Secretary so the item(s) can be removed from the Library inventory.