

Scott Township Public Library

301 Lindsay Rd.
Scott Township, PA 15106-4206

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WebSite: <http://www.einetwork.net/scottwp/>

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| Title | Building Maintenance |
| Policy Number | |
| Date Approved | June 16, 20008 |
| Amended | |
| Prepared by | Policy Committee, March 19, 2008 |

PURPOSE: To delineate responsibility of building maintenance between the Library and Scott Township.

STATEMENT OF POLICY:

1. The Library is within the Municipal building for Scott Township and therefore all maintenance to the building and its grounds is performed by the Township. This includes emergency and non-emergency maintenance.
2. Notify the Scott Township Director of Public Services [412.276.5300 x. 218] of problems and / or needs. Then the Library Director is to be informed that such a request has been made.
3. The Township is responsible for snow and ice removal in the parking lot and on the sidewalks.
4. Building maintenance does not extend to communications cabling within the library.
5. Painting and decorations within the library are the responsibility of the Library. However, if help is required to hang items, the Public Services Department may be contacted.
6. The Library Director will inform the Library Board of facility-related issues, including maintenance issues.
7. Under no circumstances may any Library staff contact the media regarding building problems.

