

**Naselle-Specific Addendums to the EAH Patron Agreement;** please share these with newly signed up patrons after you talk about the TRL EAH Patron Agreement.

- Please enter and exit through the front door only; we need to keep track of who is in the building. Of course, in case of emergency get yourself safe in any way possible.
- The emergency phone is at the staff desk – if you need help, please dial 911. If you see someone in trouble or something that makes you feel unsafe, please call for help from the desk phone or wherever you feel safe.
- There may be patrons using the meeting room when you arrive. They have made a reservation to use the space, please respect their privacy.
- Meeting room users may end up being in the meeting room after EAH ends at 8pm; this is okay.
- Please do not let any meeting room users into the main Library; only bring in yourself and your own minor children. If meeting room users want to access the main Library, we encourage them to sign up for EAH as well.
- For emergency exit safety, the front door will open when you approach it from the inside; you may inadvertently let someone in. Stepping onto the mat is close enough to trigger the door to open.
- If there is a power outage, please leave the library; nothing will work, including the restrooms.
- Staff may be present before our opening time of 10am. This is time meant for them to prepare the library for the day, so they may not be able to help you before 10am.
- The janitorial service usually comes Monday and Friday mornings. They may be here during your visit, and they may need to clean near you, run the vacuum, etc.
- There will be a series of announcements from the speaker located over the copier before the 8pm closure to remind you that it's time to head out.
- If you think you might need some help logging onto the computers or using the self-checkout or the copier, have staff show you how to use these tools while we're here. We're always happy to help, and we want you to have a successful after-hours visit!
- Feel free to leave us a note on the desk if something isn't working while you are here, we appreciate the heads up.