

A. Building Problems**4. Collapse of Shelving**

It may be necessary to have fire and safety personnel determine whether or not it is safe to enter the area of the collapse. If there is a problem with the shelving, the safety officer will be able to suggest ways to reinforce or brace the shelving. The collapse should also be reported to the staff member responsible for shelving. The supervisor will schedule the removal of the books from the area. The books should be checked for damage. Once the shelving has been made sound, the books may be returned to the shelves.

PHONE NUMBERS:**Safety Officers**

Henry Huppert,
Environmental Compliance Officer

Ext. 3-3850 or 3-3353

Steve Morin,
Director, Environmental Health and Safety

Ext. 3-1645 or 3-3353

Preservation Services Shelving Supervisor

Ext. 3-2814

Library Business Manager

Exit. 3-2942