

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 703

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VISITORS, GUESTS, AND VENDORS

Reviewed 8/06

All non-ALA employees such as visitors, guests, or vendors must register with the guard service, reserve a visitor's badge and display it during their stay in the building. All non-ALA employees must be picked up in the lobby and escorted to and from their destination by an ALA employee. Some exceptions to this rule are individuals who may be on the premises for an extended period of time such as committee members, consultants or construction workers. In these instances the individual must continue to display an appropriate visitor's badge.