

The public elevator at the Central Library sporadically opens up to a floor without being level to that floor. The difference can be slight or several inches. Unfortunately, a potential fix is extremely expensive, and there would be no guarantee that the problem would not reoccur. In order to prevent a potential accident, the public will no longer be able to ride the elevator unaccompanied and will need to ask staff for assistance. We have developed the following procedure to address this situation beginning today. Please contact your supervisor if you have any questions or concerns. Thank you for your help as we await a new and improved building!

**ALL STAFF**

1. The elevator will normally be in the basement in the locked position.
2. If a person asks for assistance in using the elevator, go to the nearest telephone and dial 6-6370. Request that the elevator be brought to the floor.
3. A staff person from the basement will arrive and escort the person/elevator to their requested floor.
4. If the elevator is ever not level with the floor, the staff person must take the elevator to another floor and then try again to go to the requested floor. Moving from one floor to another has corrected the problem.
5. The staff person will then return the elevator to the basement and lock it.

**ELECTION DAY - TUESDAY, APRIL 5**

Due to the high volume of people we expect on Tuesday, extra staff will be scheduled to assist with the elevator.