Beinecke Rare Book and Manuscript Library
I received the letter you did me the honour of writing to me the 29th of Feb. last with your valuable Report of Census; which I am distributing among my Friends in whole Conformance. I have seen such Marks of being affected by confounding the Figures of the Inhabitants (which is ominously accounted) that I am persuaded it may have an Effect equal to that of the best written Pamphlet in procuring Favour to the oppressed People. Please to accept my hearty Thanks, and believe me to be with great Esteem,

Ben Johnson
Recovered
Material 1
I received the letter you did me the honor of writing to me the 29th of Feb. past with your valuable Project of Canoes, which I am distributing among my Friends for such (if necessary) have seen such marks of being affected by contemplating the Figure of the Suppliants (which is admirably executed) that I am persuaded it may have an effect equal to that of the best written Pamphlet in procuring favour to those approved People. Please to accept my hearty thanks and believe me to be with great Esteem,

For Your most Obedient Servant,

Ben Franklin
E. Forbes Smiley
2005
E. Forbes Smiley
Recovered Map
• Address the findings from a collection risk assessment report for inadequacies in both collections and Reading Room security and formulate a plan for improvements.
• Address the findings from a collection risk assessment report for inadequacies in both collections and Reading Room security and formulate a plan for improvements.
• Improve the supervision of security staff and create specialized training and a career development plan for the security officers.
• Address the findings from a collection risk assessment report for inadequacies in both collections and Reading Room security and formulate a plan for improvements.
• Improve the supervision of security staff and create specialized training and a career development plan for the security officers.
• Develop security policies, procedures and emergency preparedness plans for all three of our facilities.
• Address the findings from a collection risk assessment report for inadequacies in both collections and Reading Room security and formulate a plan for improvements.
• Improve the supervision of security staff and create specialized training and a career development plan for the security officers.
• Develop security policies, procedures and emergency preparedness plans for all three of our facilities.
• Improve relationships between the security department and the staff at Beinecke.
• Address the findings from a collection risk assessment report for inadequacies in both collections and Reading Room security and formulate a plan for improvements.
• Improve the supervision of security staff and create specialized training and a career development plan for the security officers.
• Develop security policies, procedures and emergency preparedness plans for all three of our facilities.
• Improve relationships between the security department and the staff at Beinecke.
• Upgrade the security technology within the building.
A. An unlimited amount of money
• A. An unlimited amount of money
• B. The ability to change many of the work flow procedures set in place and
• A. An unlimited amount of money
• B. The ability to change many of the work flow procedures set in place and
• C. Angering everyone in the process
Security Uniforms
Bag Check Post
Tunnel Post
West Desk
Training Program

- State of CT 911 Telecommunications Certification
- E911 AT&T Certification
- Emergency Medical Dispatch Certification
- CPR / First Aid Certification
- Lenel Security System Control Room Qualification Training
- Avigilon Camera Surveillance System Control Room Qualification Training
- Motorola MC 5500 Radio Console Control Room Qualification Training
- Fire and Emergency Evacuation Training
- Tour of Preservation / Conservation Lab
- Preservation Tour of Emergency Supply Locations
- Beinecke Materials Recognition Class
- Beinecke Materials Handling Class
- Bag Search and Confidentiality Training and Agreement
- Ethics, Deportment and Professional Conduct Training
- Yale Police Bomb Search and Recognition Training
- Professional Radio Use and Conduct Training
- On-Line Fire Extinguisher Training
- Yale Police Department’s Citizen’s Police Academy Class
- HIPAA Certification
- Diversity Training
- Semi-Yearly Policies and Procedures Compliance Training
- Power Failure Evacuation Training
- International Foundation for Cultural Properties Protection video certification course
- Smiley Theft Video Awareness Training
- Training Program for Security Officers Conducted by Each Beinecke Department Conveying the Department’s Roles and Responsibilities at Beinecke
Security Responsibilities

- Building Fire Warden
- All-staff Emergency Exit Tours
- Check and Re-stock First Aid Kits throughout building
- Check all Emergency Flashlights throughout building
Fire Warden Duties
First Aid Bag Checks
Committees and Memberships

Committees:
- Emergency Response Procedures Committee
- Policy and Procedures Committee
- Beinecke Green Committee

Officers have membership in:
- The International Foundation for Protection Officers
- The International Foundation for Cultural Property Protection
Security Policies and Procedures
<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Security Officer</td>
<td>Quick Guide</td>
</tr>
<tr>
<td>Front Desk Officer</td>
<td>Quick Guide</td>
</tr>
</tbody>
</table>

Security
Emergency Flip Charts
Improved Relationships
Technology
Questions to Answer

- Who would watch the cameras systems?
Questions to Answer

- Who would watch the cameras systems?
- What quality do the recorded images need to be?
Questions to Answer

- Who would watch the cameras systems?
- What quality do the recorded images need to be?
- How long do we want to keep recordings?
Control Room
West Desk Monitoring Post
Tunnel Monitoring Post
Public Service Desk Monitoring Station
Camera Over Table in Reading Room
Reading Room
South East View
Classrooms
Phase II Security Upgrade Project Construction
What Did We Learn?

- We are never finished.
What Did We Learn?

- We are never finished.
- Do not reinvent the wheel.
What Did We Learn?

- We are never finished.
- Do not reinvent the wheel.
- Don’t just make a rule because you don’t have any.
What Did We Learn?

- We are never finished.
- Do not reinvent the wheel.
- Don’t just make a rule because you don’t have any.
- Choose wisely when hiring staff.
What Did We Learn?

- We are never finished.
- Do not reinvent the wheel.
- Don’t just make a rule because you don’t have any.
- Choose wisely when hiring staff.
- A well trained and interested staff is your best defense.
• If the people who run your organization do not treat security as if it’s important, neither will anyone else.