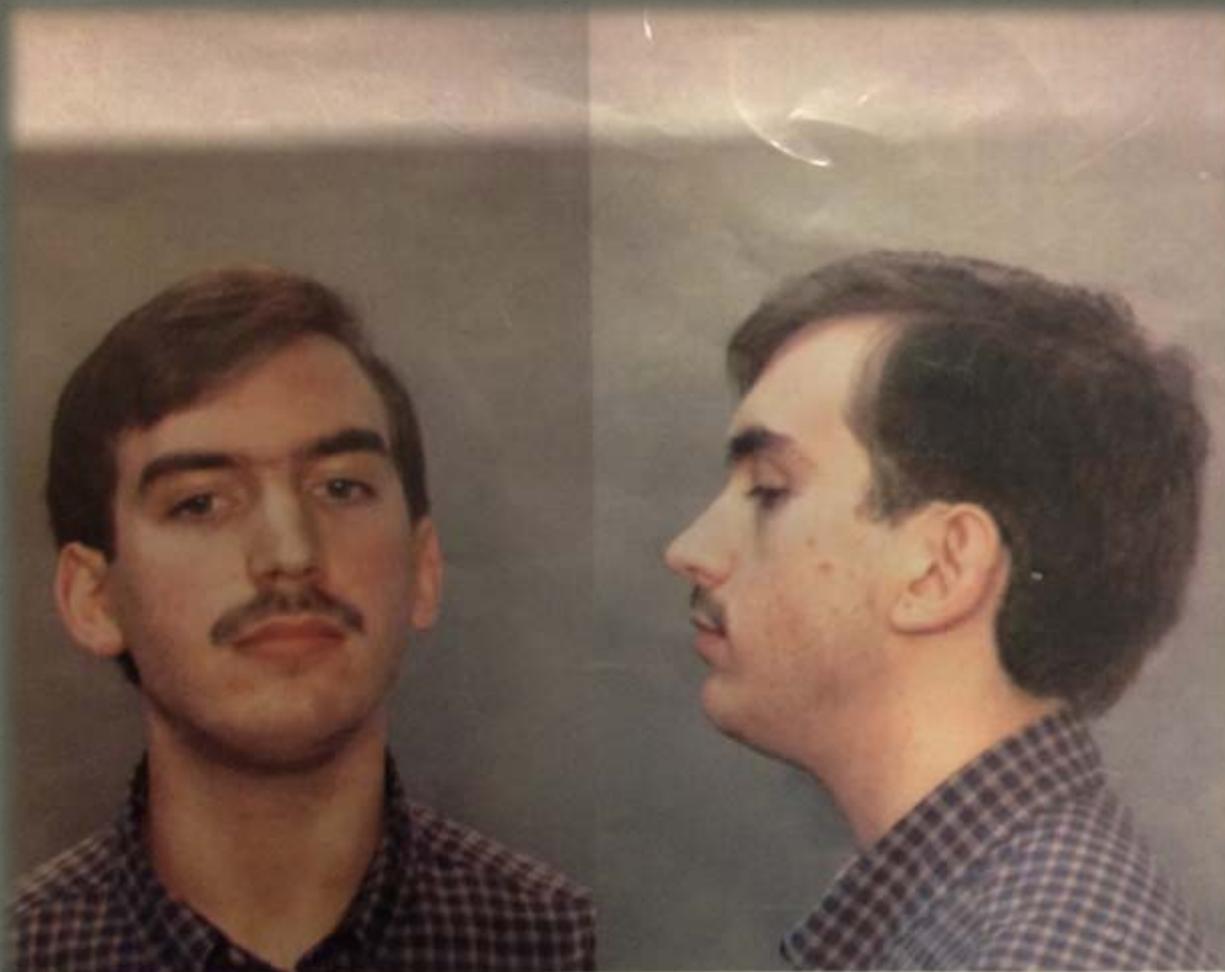




**Beinecke Rare  
Book and  
Manuscript Library**



**Ben Johnson**  
**2001**

**NAME: JOHNSON, BENJAMIN**

Ben Johnson  
Recovered  
Material 1

Sir

Phila. May 15. 1787.

Recd. in 1785

I received the Letter you did me  
the honour of writing to me the 29<sup>th</sup> of  
Feb: past, with your valuable Present of  
Cameos, which I am distributing among  
my Friends; in whose Countenances I have  
seen such Marks of being affected by contem-  
plating the Figure of the Suppliant, (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 these oppressed People. Please to accept  
my hearty Thanks; and believe me to be, with  
great Esteem

For Widdowood Esq

107

should be 1788

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 Feb<sup>r</sup> past, with your valuable Prefect of  
 Cato's, which I am Distributing among  
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 plating the Figure of the Supplicat, (which  
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 great Esteem,

Sir,  
 Your most Obedient Servant  
 B. Franklin

Jos. Widgwood Esq

Ben Johnson  
 Recovered  
 Material 2



E. Forbes Smiley  
2005



**NAME: SMILEY, EDWARD**



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.



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- Improve relationships between the security department and the staff at Beinecke.

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- Improve relationships between the security department and the staff at Beinecke.
- Upgrade the security technology within the building.

- A. An unlimited amount of money

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- 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 11 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**



## Emergency Flashlight Checks



## 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:

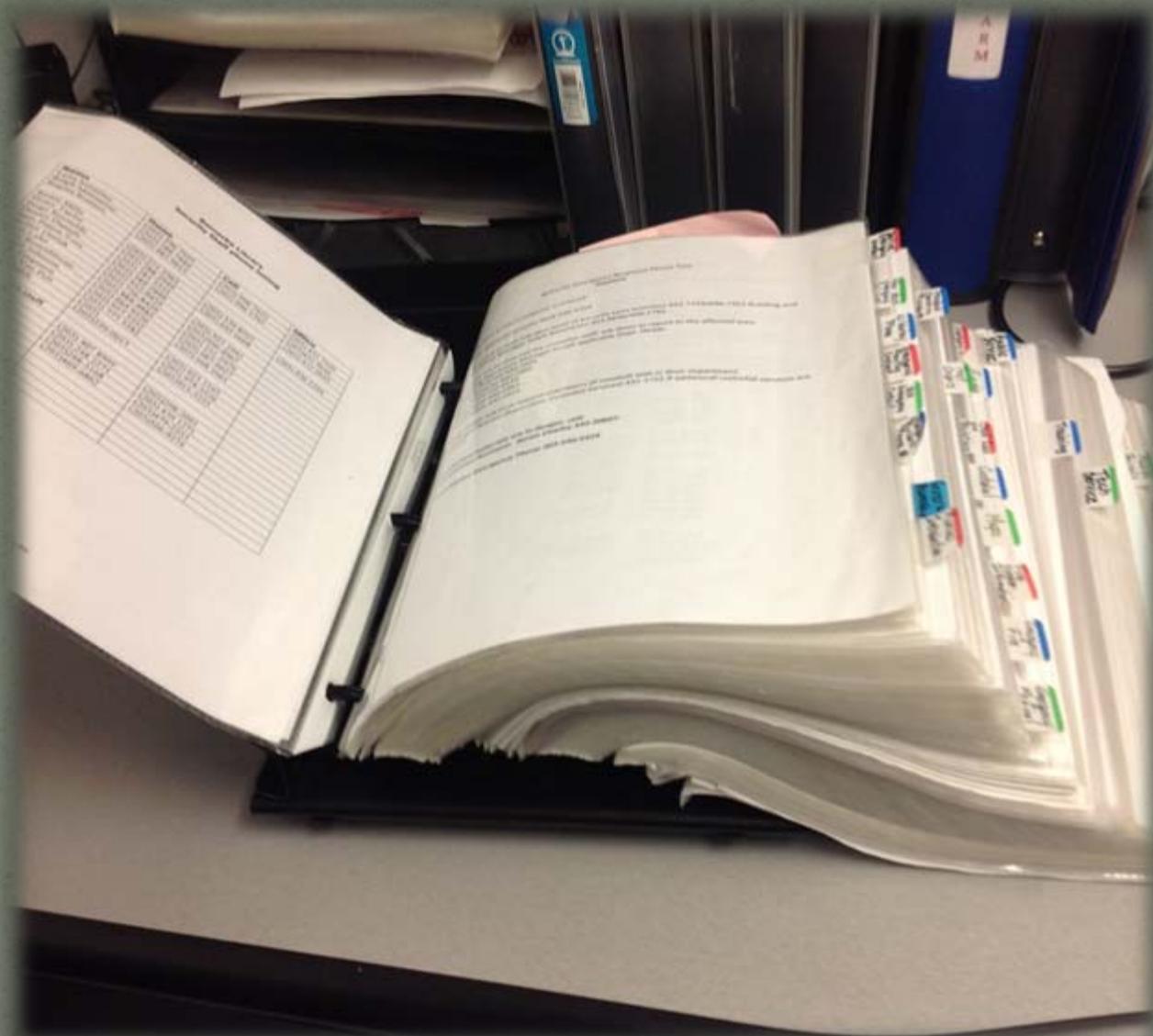
- The International Foundation for Protection Officers
- The International Foundation for Cultural Property Protection



# Security Policies and Procedures

---





## Security Manual

# Security Emergency Flip Charts



# Improved Relationships

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# Technology

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# 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?



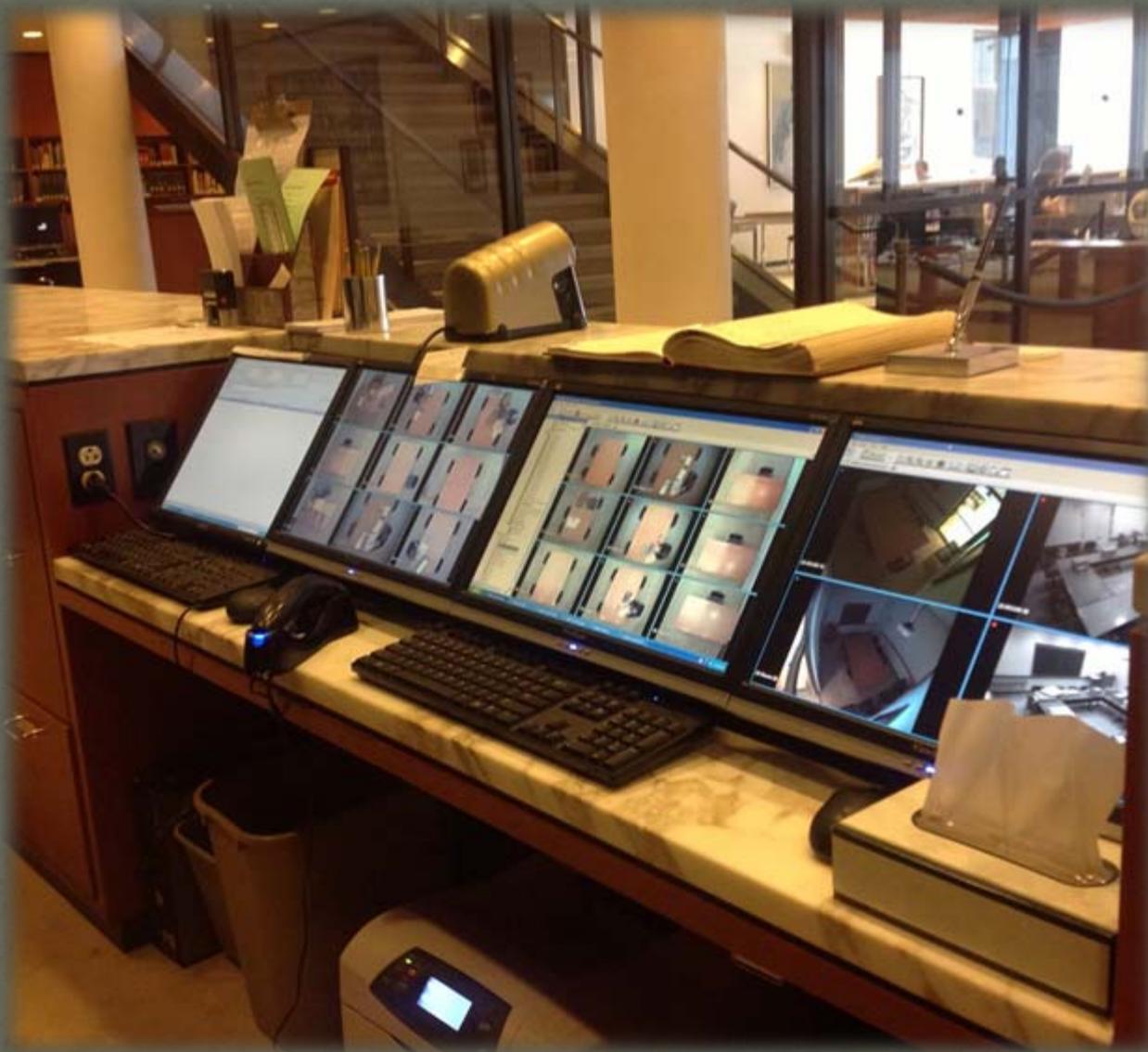
Control Room

## West Desk Monitoring Post



## Tunnel Monitoring Post



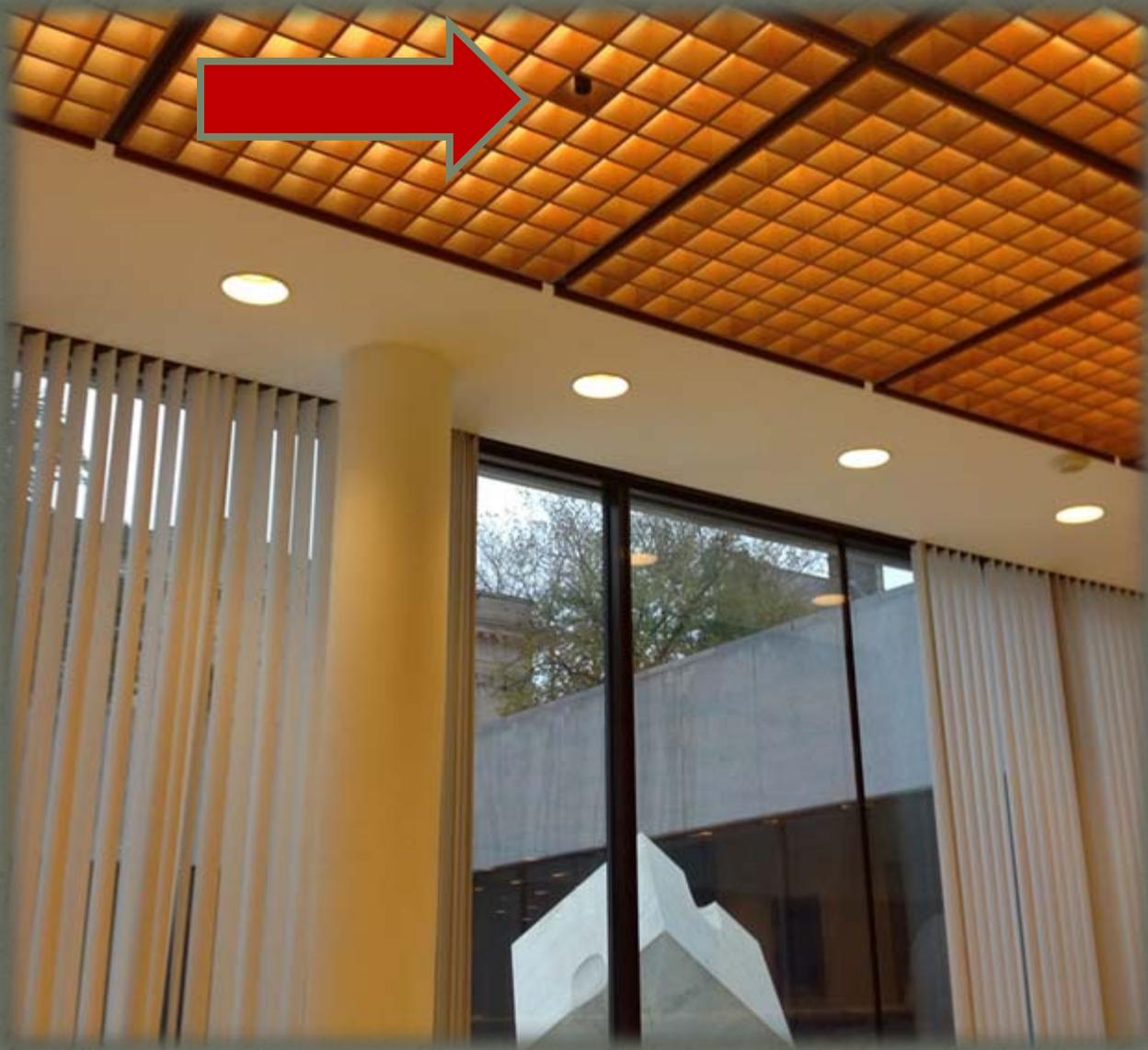


Public Service  
Desk Monitoring  
Station

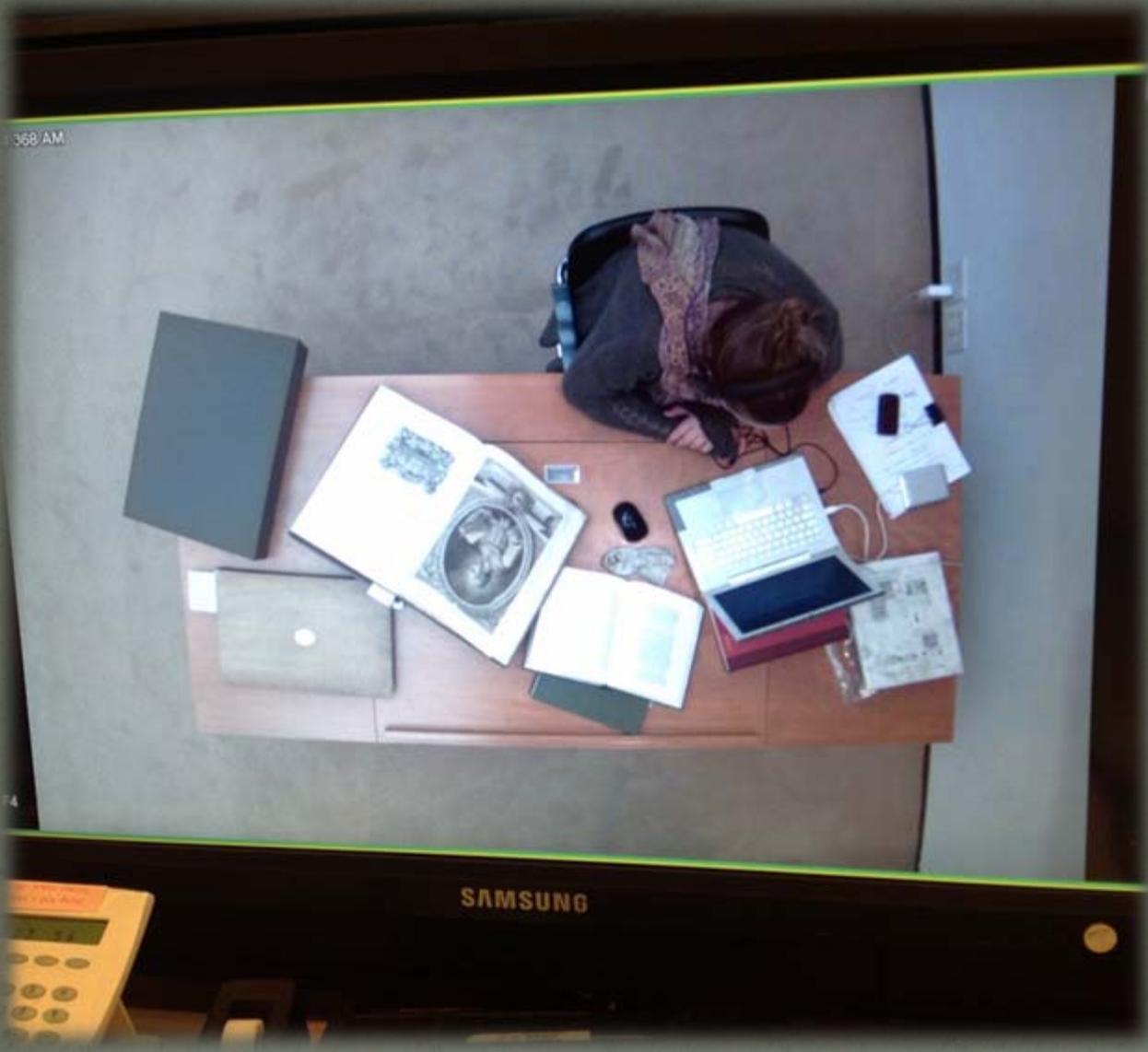


Server Room





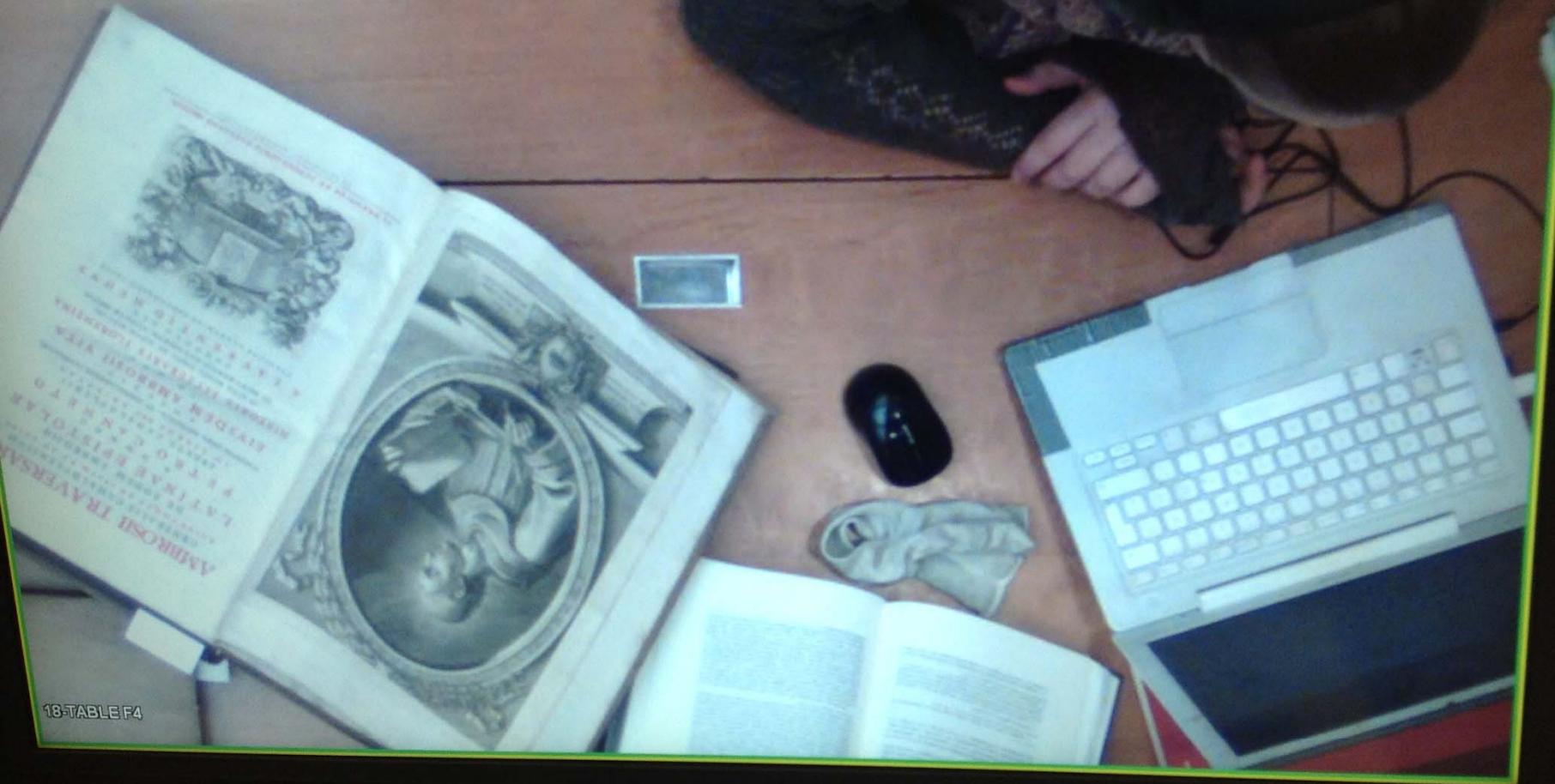
Camera Over  
Table in Reading  
Room



3:58 AM

Reading Room  
Table View

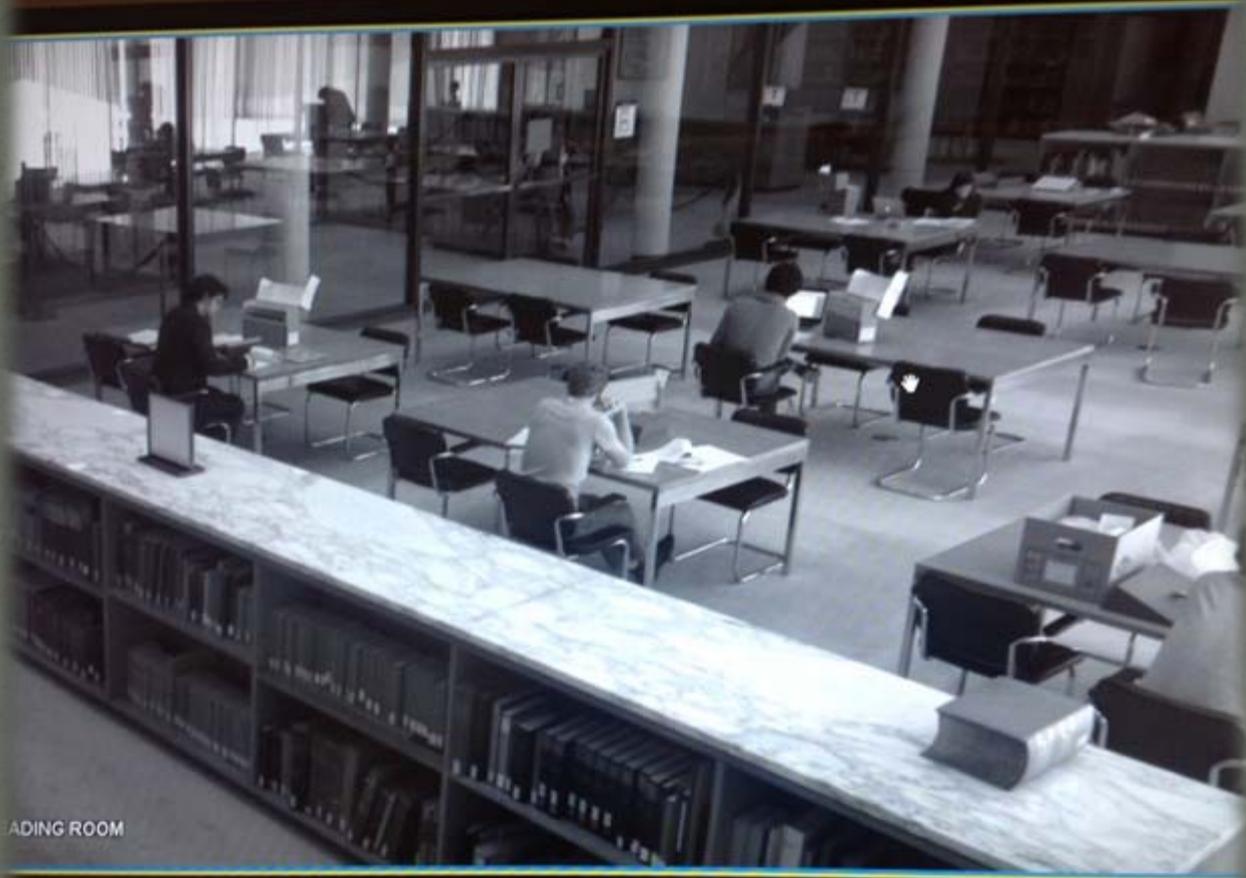
v-07 10:46:54.368 AM



18-TABLE F4

SAMSUNG





Reading Room  
South East View

READING ROOM

SAMSUNG



Reading Room  
North East View

OOM

SAMSUNG

# Classrooms



20-ROOM 15



25-Room 20



23-ROOM 39



24-Room 39

SAMSUNG

**Phase II Security  
Upgrade Project  
Construction**



# What Did We Learn?

- We are never finished.



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- Choose wisely when hiring staff.

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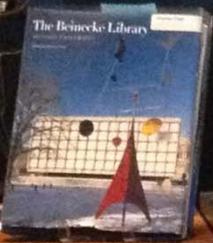
- We are never finished.
- Do not reinvent the wheel.
- Don't just make a rule because you don't have any.
- Choose wisely when hiring staff.
- A well trained and interested staff is your best defense.



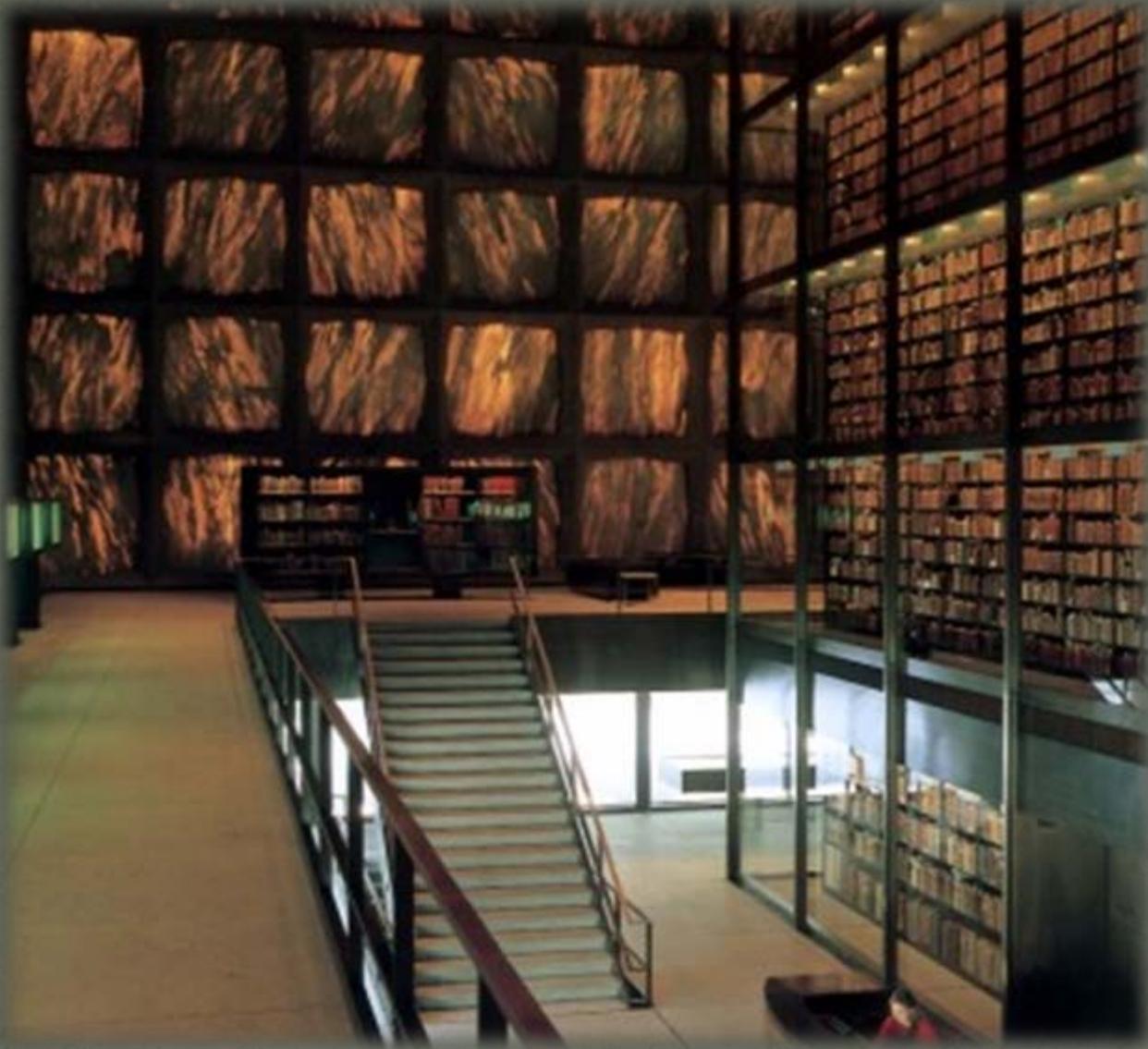
Marble Sample

THE BEINECKE RARE BOOK AND MANUSCRIPT LIBRARY

MAY THIS LIBRARY GIVEN TO YALE UNIVERSITY  
BY EDWIN JOHN BEINECKE, FREDERICK WILLIAM BEINECKE AND WALTER BEINECKE THREE  
STAND AS A SYMBOL OF THE LOYALTY AND DEVOTION OF THREE BROTHERS  
AND SERVE AS A SOURCE OF LEARNING AND AS AN INSPIRATION TO ALL WHO EN



- If the people who run your organization do not treat security as if it's important, neither will anyone else.



Beinecke  
Interior