



## Otonabee - South Monaghan Public Library

Policy Type: Operational Policy  
Policy Title: Vendors and Contractors Log

Policy Number: **OP-02**  
Initial Policy Approval Date: January 2017  
Date of review/revision: **October 2024**  
Year of Next Review: June 2028

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

The Otonabee – South Monaghan Public Library requires contractors and vendors sign in *the OSM Public Library Vendors/Contractors Log* prior to accessing Library facilities.

Access management serves three important functions: ensuring the safety and security of staff, volunteers and patrons, providing uninterrupted daily operations; and protecting Library Board assets. This requirement provides the Otonabee – South Monaghan Public Library with the appropriate level of security allowing the Library to anticipate and respond to any concerns.