

MHLS ACTION MEMO

#07-11

TO: MHLS Member Library Directors

FROM: Merribeth Advocate, Outreach & Education Coordinator

DATE: 11/9/2007

RE: Security Survey of Your Library

Background

Warren Graham, Safety and Security Consultant, will be conducting a workshop on May 29, 2008 in the MHLS Auditorium. You may have attended his workshop in the Auditorium in June '07. He is the nationally renowned "guru" of day-to-day library security procedures and the author of *Black Belt Librarians: every librarian's real world guide to a safer workplace*.

Issue

There are two spots available for Warren to perform an on-site **Security Survey** for interested libraries. The cost is \$550 for a 3 ½ hour session on Wednesday, May 28. MHLS is coordinating the visits.

Action

If interested, please fax this to me at **845-454-5940**. The first couple of libraries I hear from get the spots. Understand that by submitting this form, this is considered a commitment and you are agreeing to the \$550 fee. No cancellations accepted.

Deadline

This is a very limited opportunity. Appointments will be made on a first come, first served basis. All interested libraries must respond by December 7, 2007.

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**FAX to: Merribeth Advocate, 845-454-5940**

Library name: \_\_\_\_\_

Yes, I would like to have a Security Survey. I prefer:

- 9:00am – 12:30pm
- 1:30pm – 5:00pm

Directors Signature: \_\_\_\_\_