

## **Kitchigami Regional Library System**

### **Animals in the Headquarters Workplace Policy**

**Purpose:** The purpose of this policy is to clarify the restrictions on animals at Kitchigami Regional Library Headquarters and related facilities.

**Policy Statement:** Employees and all others are prohibited from bringing pets or other animals into Kitchigami Regional Library property with the following exceptions:

1. A licensed service animal – an animal trained to do work or perform tasks for a person with a physical disability – may accompany a disabled member of the public to a public event.
2. A licensed service animal may accompany an employee provided that the animal is trained to perform tasks essential for the employee's work requirements and that this work is confined to an appropriate location and working hours.
3. All licensed service animals must be registered with the administrative office.

**Scope of Policy:** This policy applies to all Kitchigami Regional Library facilities including the headquarters building, parking lot, mobile library and all vehicles at all times.

**Policy Authority:** KRLS Director

**8 February 2010**