

# Security policy

## Contents

Security policy .....	1
Contents.....	2
1. Introduction.....	3
2. Guiding principles .....	3
3. Responsibility for security.....	4
3.1 Library Security Board .....	4
3.2 Library staff.....	5
4. Security planning .....	5
5. Response procedures .....	6
6. Review.....	6

## **1. Introduction**

The Library is strongly committed to protecting its users, staff, buildings, collections and infrastructure. It will ensure that all appropriate measures are in place to prevent damage, loss or harm. The Library's collections are a significant national asset, and their preservation is required as one of the particular functions of the Library by the National Library of Scotland Act 2012.

The Library also exists to make its collections as widely accessible as possible, and this increases their vulnerability to loss by theft and vandalism. It is recognised that the Library has to find a workable balance for security that implements adequate control measures while maintaining reasonable access levels for staff, visitors and collection users. The Library also seeks to create an environment where people feel safe and well-informed, with clear and visible security measures in place.

This Security Policy outlines the strategic framework for managing the Library's response to threats to people, buildings, collections and infrastructure. It covers collections in all material formats, including both physical and digital formats, and across all of the Library's locations and activities.

## **2. Guiding principles**

The Library will operate an effective security framework by following these guiding principles:

1. Security is of fundamental significance to the operation of the Library. Senior management will ensure that there is an overall institutional commitment to maintaining effective security control. The Library will also work to ensure that that a workable balance between security control, access to the collections and the Library's physical and technical estate is achieved.
2. The health, safety and wellbeing of people who use or work for the Library will always be our priority.
3. Security measures will be allocated staff and financial resources.

4. Security will always feature as part of the Library's risk management programme, which will be used to continually monitor threats and develop appropriate responses.
5. All members of Library staff must understand the importance of security and be encouraged to develop a culture which pro-actively protects the Library's assets and collections while being sensitive, fair and respectful to the needs of Library users.
6. The Library will be open about breaches of security or losses to the collections, and will work with others to improve security practices for its own assets and collections and for library and archive collections more generally.

### **3. Responsibility for security**

Overall responsibility for security rests with the National Librarian and is delegated across the senior management team as security cuts across departmental boundaries. The strategic management of security will be led by the Library Security Board. All Library staff also have a key role in maintaining security.

#### **3.1 Library Security Board**

The National Librarian will chair the Library Security Board. This Board will have overall responsibility for strategic management of the Library's response to security issues. Its membership will include Directors and Associate Directors with responsibility for collections and for the security function.

The Library Security Board will:

1. Review and update this policy and ensure that it has the approval and support of the senior management team.
2. Ensure that security planning is adequate for purpose, up to date, and being actively implemented.

3. Ensure that security is embedded in all appropriate plans, procedures and activities.
4. Set up sub-groups as necessary to undertake detailed planning and reporting on security planning, security testing and audits, and investigations into new security measures, ensuring that a workable balance between security control and access to the collections is achieved.
5. Monitor the programme of work undertaken by any sub-groups and oversee the implementation of agreed recommendations.
6. Be responsible for managing responses to incidents and reporting on these to the Audit Committee.

### **3.2 Library staff**

Members of staff have an individual responsibility for the day to day delivery of adequate security for the Library, and for its buildings, collections and users. There must be widespread understanding by staff across all departments in the Library of the importance of security. All managers and staff will seek to maintain an appropriate culture which supports security.

## **4. Security planning**

The Library will maintain a Security Hub, consisting of a number of security policies and procedures, and will use this as the key tool to manage the prevention of security incidents. It will cover all aspects of security and provide guidance to managers responsible for policies, procedures and working practices across the Library.

The planning will include guidance for:

- Measures to ensure security of Library buildings, IT systems, collections storage, display and consultation areas.

- Staff pre-employment screening, access privileges, induction, training and awareness, and monitoring.
- Collections management activities including security marking, access and loan procedures, the creation of surrogates, collections documentation, circulation records, and insurance practices.
- Procedures for transport of collections items within the Library estate and on loan elsewhere.
- Regulations for user registration and identity checks, and control and invigilation of consultation areas.
- Security testing and audit procedures.

The Library Security Board may request the completion of a security impact assessment for new policies, procedures, spaces or technologies which have a significant potential impact on security planning.

As part of its security planning, the Library will actively network with other collecting institutions and interested bodies, including the police, the National Security Adviser and library security networks, to share information and best practice.

## **5. Response procedures**

The Library will respond pro-actively to any security incident and will investigate any reported loss of property, data or collection items. It will support any member of staff who raises a cause for concern. It will implement disciplinary procedures against any member of staff found to have maliciously damaged or stolen collection items or Library property. All attempts will be made to prosecute anyone suspected of stealing or damaging Library property, in conjunction with appropriate authorities.

## **6. Review**

Security will be continually under review by those with responsibility outlined in section 3 above. Security audits will be undertaken as necessary. Incidents will be

reviewed so that lessons learned can be implemented through collections security planning.

This policy will be reviewed every two years by the Library Security Board, for approval by the Library Leadership Team.