

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 905

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QUIET ROOM

Reviewed 4/1/98

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A quiet room is maintained on the lower level of headquarters building adjacent to the staff lounge. It is equipped with chairs and cots and must only be used in case of unexpected illness or temporary indisposition. It is not be used on lunch hours or rest periods as a sleeping lounge.