KEY AND BUILDING ACCESS POLICY

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The purpose of the Key and Building Access Policy is to ensure the safety and security of library personnel, facilities, and other assets. The Director or designee is responsible for implementing this policy and relevant procedures.

Keys Issued to Library Employees

Employees are issued Libraries of Stevens County (LOSC) keys for the sole purposes of locking and unlocking LOSC facilities or operating LOSC equipment to conduct authorized library business.

Individuals who are issued keys to library buildings, vehicles, or other library assets must sign a *Key Agreement Form;* one copy is kept on file in the Administrative Services Office, and one is given to the employee along with a copy of this policy.

Keys Issued to Non-Employee Organizational Partners

Under certain circumstances, keys providing access to library buildings, vehicles, or equipment may be issued to non-employees for the sole purpose of locking/unlocking or operation for authorized activities. Examples include authorized contractors requiring access to LOSC facilities when the library is closed, library volunteers, or other library partners requiring access to areas of the library designated for their use.

Individuals who are issued Non-Employee Keys for either long or short term must sign a *Key Agreement Form*; one copy is kept on file at the library where the key will be used, and one is given to the non-employee along with a copy of this policy.

Terms of Key Agreement

Individuals who are issued keys to library buildings, vehicles, or equipment for long or short term use must execute a *Key Agreement Form* documenting the key assignment and their agreement to the following conditions:

1. All issued keys are the property of the Libraries of Stevens County.
2. Each key will have a unique number and that specific key must be returned.
3. Individuals/organizational partners who are assigned LOSC keys are responsible for ensuring the security of keys that have been issued to them.
4. Under no circumstances may a LOSC key be loaned to another individual.
5. LOSC keys may not be duplicated without express authorization from the Library Director.
6. Lost or stolen keys must be immediately reported to the Library Director.
7. Failure to adhere to the terms of this policy may result in restricted access to LOSC premises and/or disciplinary action.
8. If re-keying is required due to a failure to abide by this policy, the individual/organizational partner to

whom the key was issued may be required to reimburse LOSC for all or part of the costs of the re-keying.

9. LOSC keys must be returned to a library district employee at the branch where the key was issued, when the purpose for which they are issued is concluded.

Storage and Access to Organizational Keys

The normal conduct of library business may require that authorized staff have access to a number of building, vehicle, and equipment keys during their work shift. Such operational use keys must always be kept in their designated locked key boxes or drawers when not in use. Staff may access the key box and utilize operational keys only for the purpose of conducting authorized LOSC business. Codes, combinations, and/or drawer keys that provide access to secure key storage locations will be issued only to the staff that require them. Knowledge of codes and combinations must be kept secure and not shared with others.

Building Passcodes

A unique passcode may be issued to a staff member for the purpose of setting and disarming building alarm systems. Only the Director or designee may issue a building passcode. Staff may not share their passcodes with any other individual.