

Key Control Policy

1. Purpose

- a. The purpose of this policy is to ensure building security, to provide optimal physical security and safety for building occupants, and to protect the assets of the Library. This policy applies to all buildings maintained by the Library.

2. Scope

- a. This policy will cover the responsibilities of all key holders.

b. Policy

- i. It is the policy of Library Administration to limit and tightly control the number of keys to Library facilities and spaces. All keys to Library facilities and spaces are the property of the Library and must be obtained and managed in accordance with this policy.

3. Key Holder's Responsibility

- a. A key holder is a person to whom an authorized key has been issued.
- b. The key holder is personally responsible for the use of all keys until the keys are returned to Library Administration.
- c. Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual.
- d. Key holders assume responsibility for the safekeeping of the key and its use. It is understood that the key is only to be used by the holder and that they will not make it available to anyone else.
- e. Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building.

4. Guidelines

a. Key Audits

- i. Library Administration may request an audit of any Library owned keys at any time.

b. Key Boxes

- i. All master keys will be stored in the janitorial closet in the staff workroom.
- ii. Keys shall be returned to the closet at the end of the workday or when work completes during that day, whichever comes first.

c. Contractors

- i. For projects that require building access, contractors may be given access to building keys.
- ii. Contractors must not leave with Library keys. Contractors must return keys to Library Administration at the end of the day. Contractors must pay for rekeying in the event keys are lost.
- iii. Contractors must be under contract or be covered under a contract (active Purchase Order or support agreement) prior to requesting access to Library keys.
- iv. Keys shall not be checked out for periods longer than eight hours at a time.
- v. The key holder agrees to maintain the security of an area or building. All doors found locked upon arrival must be locked when leaving.
- vi. Contractors must make sure all keys are returned to Administration prior to leaving the Library.

d. Lost Keys

Approved by the Allegan District Library Board of Trustees on: October 19, 2020

Revised on: February 21, 2022

- i. When keys are lost, they shall be reported immediately to Library Administration.
 - ii. Employees who lose keys are subject to disciplinary action.
 - iii. It is the contractor's responsibility to pay for rekeying when keys are lost.
- e. Returning Keys
 - i. Terminating Employee
 - 1. When any employee is terminated or leaves employment (i.e. resignation or retirement), the employee must surrender all Library keys.
 - ii. Transferring
 - 1. Transferring keys between employees is not allowed.
 - 2. Employees must return all current keys to the Library Administration. New keys will be issued as appropriate, following the procedures for issuance of keys.

5. Review

- a. This policy will be reviewed by the Facilities Committee every four years.