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Key and Access Policy

Adopted:

Purpose

This policy establishes guidelines for the management, distribution, and use of keys that provide access to the Bloomfield Public Library building, ensuring security while allowing appropriate access for authorized personnel.

Key Management and Distribution

Authority and Responsibility

1. The Library Director is responsible for the overall management of the key system and maintaining a comprehensive log of all individuals who possess keys to the library building.
2. The Library Director has the authority to issue and collect keys as outlined in this policy.
3. The key log will include:
 - o Name of key holder
 - o Type of key issued
 - o Date of issuance
 - o Key number or identifier
 - o Signature of recipient acknowledging receipt and understanding of this policy
 - o Date of return

Key Distribution

1. **Library Staff:** All permanent staff members may be issued keys appropriate to their job responsibilities and access needs.
2. **Board Member Emergency Access:** One designated Board member, approved annually at the organizational meeting of the Board of Trustees, will be issued a key for emergency access only.
3. **OWWL Library System Delivery Drivers:** Authorized delivery drivers from the OWWL Library System will be issued keys to facilitate routine deliveries.

Access Guidelines

Regular Hours Access

During the library's regular operating hours, access to the building is managed by on-duty staff according to the library's public service policies.

After-Hours Access

1. Staff members with keys may access the building outside of regular operating hours for work-related purposes only.
2. The designated Board member may only use their key in cases of genuine emergency that require building access.
3. Any key holder planning to access the building outside of regular hours must notify the Library Director in advance, except in cases of emergency.
4. The Library Director must be informed of any emergency access as soon as reasonably possible.

Security Responsibility

1. The last person leaving the building is responsible for ensuring all doors and windows are properly secured, all lights are turned off (except security lighting), and security systems are properly activated.
2. Any person entering the building is responsible for properly securing it upon exit.

Key Control and Security

Prohibitions

1. Keys may not be duplicated, copied, or reproduced under any circumstances.
2. Keys may not be loaned to anyone, including family members or other staff.
3. Keys may not be used to provide access to unauthorized individuals.
4. Personal use of the library facilities during non-operating hours is prohibited without prior approval from the Library Director.

Lost or Stolen Keys

1. Lost or stolen keys must be reported to the Library Director immediately.
2. Individuals who lose keys may be responsible for costs associated with re-keying affected locks if deemed necessary for security purposes.

Key Return

1. All keys must be returned to the Library Director upon:
 - o Termination of employment
 - o End of Board term for the designated emergency access trustee
 - o Completion of contract work
 - o Request of the Library Director
2. Final paychecks or payments may be withheld until all keys are returned.

Security Systems

1. Each staff member will be assigned a unique security code for the alarm system.
2. Security codes will be immediately deactivated when a staff member leaves employment.
3. Security codes will be changed periodically as an additional security measure.
4. Security cameras and other monitoring equipment may be used to ensure compliance with access policies.
5. Records of building entry and exit may be maintained for security purposes.

Policy Violations

Violations of this policy may result in:

1. Revocation of key privileges
2. Disciplinary action up to and including termination for staff members
3. Removal from the Board for the designated emergency access trustee
4. Legal action, if appropriate

Administration

1. The Library Director will conduct an annual audit of all keys and update the key log.
2. The Library Director will report any security concerns or policy violations to the Board of Trustees.
3. This policy will be reviewed annually by the Board of Trustees.

Adopted: [Date]