

Keys and Building Access Policy

Introduction

This policy clarifies the issuance and accountability of all keys, and access codes, including the security alarm which controls access to the library building and its contents.

Authorized Keys, and Access Codes

All keys, and access codes, including the security alarm which controls access to the library are the property of the Rochester Public Library District. No person shall knowingly possess unauthorized keys, and access codes, including the security alarm for the Rochester Public Library District.

Lost or Stolen Keys

In the event keys, and access codes, including the security alarm are lost or stolen key holders must immediately report the loss to the Library Director or to the appropriate manager as assigned by the Director.

Duplication or Lending Prohibited

Duplicating and/or lending keys, and access codes, including the security alarm is prohibited. If an individual lends his/her keys, and access codes, including the security alarm, to anyone or makes a duplicate so that others can gain access to library property, he/she may be subject to disciplinary action including immediate dismissal.

Responsibilities

Key Coordinator shall be the Library Director and/or their designee who will be responsible for:

- Developing and completing a Key Request form to assist employees with the request for a new, or replacement key.
- Completing an annual audit for all individuals who have keys, and access codes to the library.
- Renewing annually the keys issued to library staff, Illinois Heartland Library Service, and the Rochester Police Department who have continuing need for the keys, and access codes, including the security alarm.

Distribution of Library and Security Alarm Keys, Access Codes

Library Director, Library Board President, two (2) Library Managers, Library Staff, Illinois Heartland Library Service Delivery, and the Rochester Police Dept.

Adopted: February 12, 2015

Updated: February 14, 2019