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:

- Distribution of Library Security Alarm Access Codes and Keys to all new Library Staff and the Library Board President.
- Community Key given to the Friends of the Library.

Adopted: February 12, 2015
Updated: February 14, 2019
Updated: April 2025