

## 2.05 External Door Keys

Keys to the external doors of the library shall be distributed to those in the positions listed below. Staff members who need to open or close the buildings for operation, or those who routinely need building access outside the library's normal hours of operation will be given external door keys.

### External Door Key Distribution (10 keys)

- Library Board President
- Library Director
- All designated Librarians-in-charge (LICs)
- Children's Librarian
- Bookkeeper
- Cleaning Service (1)
- File (2)

External Door Keys will be numbered and listed in the key log. Each individual eligible for a key will be assigned a numbered key. Upon receipt of this numbered key, the individual will sign the key log indicating receipt of the key and accepting responsibility for that key. The two file keys will be kept locked in the Director's office.

Failure to return an issued key at the time of separation from library employment will result in delay of receipt of the final paycheck or payment of services rendered.

New external door keys may only be purchased at the direction of the Board President or the Library Director. The Library Director is responsible for maintaining a log of all external door key assignments and other change of status. External door keys may not be given to anybody without permission of the Library Director or Board President.

Library staff must notify the Library Director or Board President if they need to be at the library on days the library is closed to the public.

The Library Director or designated library staff must be present when non-library personnel are in the building. Authorized cleaning service workers may work in the building without staff present.