**DRAFT Administrative Policy 13?**

**Key and Access Card Release**

To maintain the security of library premises, safeguard resources, and ensure the safety of employees, all staff and contractors are required to have a signed key and access card release form on file with the library.

Only authorized personnel, as determined by the administration, are eligible to receive keys or access cards. Keys and access cards will be issued only to individuals with a valid need for access, depending on their role and responsibilities within the library.

Key holders are responsible for the security and use of their assigned keys or access cards and may not transfer, duplicate, or share them with others. Lost or stolen keys must be reported immediately to the administration to initiate necessary security measures, such as rekeying, if required.

Key holders must adhere to the library's access schedule and not attempt to access the library outside of their designated work hours or when not on official business.

Upon termination of employment or contract, staff and contractors must return all issued keys and access cards to the administration.

Any violation of this policy, including unauthorized use, duplication, or failure to return keys, may result in disciplinary action, up to and including termination of employment or contract.

Violations may also result in legal action, depending on the nature and severity of the breach

*continues*

*To be kept on file until no longer of Administrative value—*

I acknowledge that I have a received a (check all that apply):

* key
* access card
* fob

To access the following library facilities:

* Main Library
* Annex
* Northside
* Branch(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will only use my access for work-related matters. I understand that I am responsible for securing library property. I may be held responsible for any incident as a result of my negligence.

I will immediately report a lost or compromised key.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key distributed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date key returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_