Access to Library Premises

The Chief Executive Officer has responsibility for maintaining the security of the Library facility. No one may visit or use the Library facility outside of official operations without the specific authorization of the Chief Executive Officer.

Only the Chief Executive Officer, full time Library staff members (who have responsibility for opening and closing the Library) and authorized vendors will be given keys to the Library and alarm access codes.

The Chief Executive Officer will maintain a list of people with keys and access codes.

Reviewed: July 15, 2010

Amended: June 2021